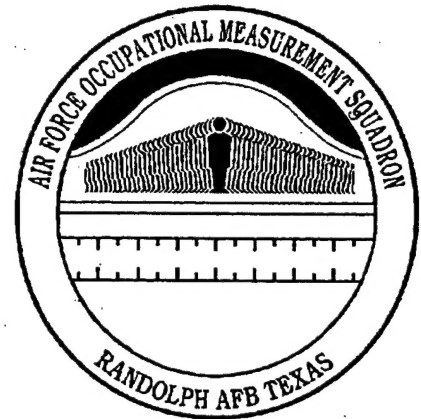*UNITED STATES*
AIR FORCE

OCCUPATIONAL
SURVEY REPORT

19961015 014

PERSONNEL

AFSC 3S0X1

AFPT 90-3S0-053

AUGUST 1996

OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
1550 5th STREET EAST
RANDOLPH AFB, TEXAS 78150-4449

DISTRIBUTION FOR AFSC 3S0X1 OSR

	OSR	ANL EXT	TNG EXT	JOB INV
AFOMS/OMDQ	1			
AFOMS/OMY (ATTENTION: MR. TARTELL)	10		10	
AFOMS/OMYXL	10		5	10
AL/HRMM	2			
ARMY OCCUPATIONAL SURVEY BRANCH	1			
CCAF/AYX	1			
DEFENSE TECHNICAL INFORMATION CENTER	2			
HQ ACC/DPTTF	3		3	
HQ AETC/DPFEE	3		3	
HQ AFMC/DPUE	3		3	
HQ AFPC/CCQT	1			
HQ AFPC/DPAAD2	1			
HQ AFPC/DPPAPC	1			
HQ AFSOC/DPPMT	2		2	
HQ AFSPC/DPAE	3		3	
HQ AIA/DPAT	3		3	
HQ AMC/DPAET	1			
HQ PACAF/DPAET	3		3	
HQ AFPC/DPMYC	1		1	
HQ USAFE/DPATTJ	3		3	
HQ USMC/STANDARDS BRANCH	1			
NAVMAC	1			
7 AS/CSS (1216 A STREET, STE 331, MCCHORD AFB WA 98438-1300, ATTENTION: MSGT ROBERTS)	1			
12 MSS/DPMPS (1 WASHINGTON CIRCLE, STE 8, RANDOLPH AFB TX 78150-4566, ATTENTION: MSGT LOPEZ)	1			
55 MSS/DPMP (106 PEACEKEEPER DRIVE, STE 2N3, OFFUTT AFB NE 68113-4035, ATTENTION: MSGT MATES)	1			
61 MSS/DPMA (345 CHALLENGER WAY, STE 1030, LOS ANGELES AFB CA 90245-4677, ATTENTION: MSGT WILLIAMS)	1			
81 TTG/CCVT (825 HERCULES STREET, STE 101, KEESLER AFB MS 39534-2037)	1		1	
335 TRS/TTMQTS (600 HANGAR ROAD, KEESLER AFB MS 39534-2235)	4	1	5	2

TABLE OF CONTENTS

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS
(Tables, Figures, Appendices)

TABLE OF CONTENTS (CONTINUED)
(Tables, Figures, Appendices)

PREFACE

This report presents the results of an Air Force Occupational Survey of the Personnel career ladder, Air Force Specialty Code (AFSC) 3S0X1. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

The survey instrument was developed by Mr. Donald Cochran, Inventory Development Specialist, with computer programming support furnished by Mr. Wayne Fruge. Mr. Richard Ramos provided administrative support. Mr. Robert Boerstler, Occupational Analyst, analyzed the data and wrote the final report. This report has been reviewed and approved by Mr. Daniel Dreher, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS).

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to AFOMS, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph Air Force Base Texas 78150-4449 (DSN 487-6623).

RICHARD C. OURAND, JR., Lt Col, USAF
Commander
Air Force Occupational Measurement Sq

JOSEPH S. TARTELL
Chief, Occupational Analysis Flight
Air Force Occupational Measurement Sq

THIS PAGE INTENTIONALLY LEFT BLANK

SUMMARY OF RESULTS

1. *Survey Coverage*: The Personnel career ladder was surveyed to provide current job and task data for use in updating career ladder documents and training programs. Survey results are based on responses from 4,670 respondents, accounting for 70 percent of the total population surveyed.

2. *Specialty Jobs*: Eighteen clusters and jobs were identified in the career ladder structure analysis. Sixteen of them almost totally oriented toward technical task performance. The remaining two are primarily supervisory and management in nature.

3. *Career Ladder Progression*: Skill-level progression for members of this AFSC is typical of most career ladders. Three-skill level personnel spend the vast majority of their job time performing technical tasks in the various Personnel jobs. At the 5-skill level, personnel are still heavily involved in Personnel technical tasks. Personnel at the 7-skill level begin to become involved with quality control and workcenter supervision. Nine-skill level and CEM Code personnel reflect a shift toward supervisory and management work.

4. *AFMAN 36-2108 Specialty Description*: The 3- and 5-skill level Specialty Descriptions in AFMAN 36-2108 provide a broad and generally accurate description of the technical job of the various Personnel functions. The 7-skill level description accurately reflects the added supervisory and management functions at that level, as well as the continued performance of technical functions. The 9-skill level and CEM descriptions reflect the supervisory and management functions of that level.

5. *Training Analysis*: Overall, the 3S0X1 Career Field Education and Training Plan, dated 1 October 1995 was generally supported by the Occupational Survey Report data. Tasks performed are specific to the jobs identified within the career ladder and generally reveal low percent performing figures when applied to the entire career field. Therefore, Specialty Training Standard (STS) elements generally apply to specific jobs and are not performed by all members. Subject-matter experts, however, should carefully review the STS for possible fine-tuning of content and proficiency codes, since this is a very diverse career ladder and personnel work on many different areas or specialties.

6. *Job Satisfaction Analysis*: In general, job satisfaction among AFSC 3S0X1 personnel is fairly high. Similar findings were noted when the current survey was compared to the previous survey and to the comparative sample of similar AFSCs. Respondents within the various job groups are satisfied. Members holding the AFROTC job, however, showed noticeably lower satisfaction with the utilization of their training.

7. *Implications*: The current AFSC 3S0X1 career ladder structure reflects an overall normal job progression. Eighteen specific jobs were identified in the career ladder. The AFMAN 36-2108 *Specialty Description* accurately depicts the tasks being performed. Job satisfaction is fairly high among career ladder incumbents. The career ladder documents are well supported.

THIS PAGE INTENTIONALLY LEFT BLANK

OCCUPATIONAL SURVEY REPORT (OSR)
MILITARY PERSONNEL - ENLISTED CAREER LADDER
(AFSC 3S0X1)

INTRODUCTION

This is a report of an occupational survey of the Personnel career ladder conducted by the Air Force Occupational Measurement Squadron. The current Personnel career ladder was created in October 1993 with the conversion from AFSCs 732X0, 732X1, and 732X4 to AFSC 3S0X1 under the "whole new classification system." Survey data will be used to identify current utilization patterns among career ladder personnel and evaluate career ladder documents and training programs. The last OSR published for the Personnel career ladder was September 1988.

Background

As described in the AFMAN 36-2108 *Specialty Description*, dated October 1994, Personnel members supervise and perform personnel activities and functions, including personnel action requests; source documents; unit, field, and master personnel records; and orderly room tasks. They prepare inputs for appropriate data elements in the personnel data system; manage Air Force retention programs; assist personnel in making career decisions; advise on personal affairs matters; and perform unit administrative tasks in support of unit orderly rooms. Such duties include: applying, managing, and controlling programs, policies, methods, and procedures concerning administrative communications and personnel administration.

Personnel entering the AFSC 3S0X1 career ladder must take the 5-week, 4-day Personnel Apprentice course at Keesler AFB MS. Upon completion of this basic course, the members are awarded the 3-skill level (3S031). This course trains members in personnel duties such as: typing, preparing reports, and recorded and written communications; documentation management; publications; basic principles of personnel; automated data processing; Base Level Personnel System; Military Personnel Flight (MPF) functions and procedures of processing; quality control; career assistance and counseling; and career control.

Entry into this career ladder currently requires an Armed Forces Vocational Aptitude Test Battery score of ADMINISTRATIVE - 45; a strength factor of "G" (Weight lift of 40 lbs) is also required.

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Air Force Personnel Test 90-3S0-053, dated April 1995. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, pertinent tasks from the previous survey instrument, and data from the last OSR. The preliminary task list was refined and validated through personal interviews with 69 subject-matter experts (SMEs) at the technical training location and at the following installations:

BASE	UNIT VISITED
Keesler AFB MS	335 TTS/TTMQTS
	81 MSSQ/MSM
Langley AFB VA	1 MSSQ/MSM-1
Denver CO	HQ ARPC/RMT
Randolph AFB TX	HQ AFPC/DPMC

The resulting JI contains a comprehensive listing of 1,284 tasks grouped under 14 duty headings, and a background section requesting such information as grade, major command (MAJCOM) assigned, organizational level, job title, functional area, use of PC-III computers, satisfaction with PC-III computers, and time spent each week using computers.

Survey Administration

From July 1995 through October 1995, base training offices at operational units worldwide administered the inventory to eligible AFSC 3S0X1 personnel. Job incumbents were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Personnel Center (AFPC), Randolph AFB TX. Each individual who completed the inventory first completed an identification and biographical information section and then checked each task performed in his or her current job. After checking all tasks performed, each member then rated each of these tasks on a 9-point scale, showing relative time spent on that task, as compared to all other tasks checked. The ratings ranged from 1 (very small amount time spent) through 5 (about average time spent) to 9 (very large amount time spent). To determine relative time spent for each task checked by a respondent, all of the incumbent's ratings are assumed to account for 100 percent of his or her time spent on the job and are summed. Each

task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time for each task. This procedure provides a basis for comparing tasks in terms of both percent members performing and average percent time spent.

Survey Sample

Personnel were selected to participate in this survey so as to ensure an accurate representation across MAJCOMs and military paygrade groups. All eligible AFSC 3S0X1 personnel were mailed survey booklets. Table 1 reflects the percentage distribution, by MAJCOM, of assigned AFSC 3S0X1 personnel as of July 1995. The 4,670 respondents in the final sample represent 61 percent of the total assigned personnel and 70 percent of the total personnel surveyed. Table 2 reflects the paygrade distribution for these AFSC 3S0X1 personnel.

TABLE 1

COMMAND DISTRIBUTION OF 3S0X1 PERSONNEL

COMMAND	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
ACC	22	22
AETC	16	17
AMC	12	11
AFMC	9	10
USAFE	9	7
PACAF	8	9
AFSPC	6	7
AFPC	4	4
OTHER	14	13

TOTAL ASSIGNED* = 7,713
TOTAL SURVEYED** = 6,714
TOTAL IN SURVEY SAMPLE = 4,670
PERCENT OF ASSIGNED IN SAMPLE = 61%
PERCENT OF SURVEYED IN SAMPLE = 70%

*   Assigned strength as of July 1995
** Excludes personnel in PCS, student, or hospital status, or less than 6 weeks on the job

TABLE 2

PAYGRADE DISTRIBUTION OF SURVEY SAMPLE

GRADE	PERCENT OF ASSIGNED*	PERCENT OF SAMPLE
E-1 - E-3	16	16
E-4	25	24
E-5	26	27
E-6	16	16
E-7	12	12
E-8	3	3
E-9	2	2

* Assigned strength as of July 1995

Both command and paygrade distribution of the survey sample are almost identical to the percent assigned. This clearly indicates the sample is a true representation of the career ladder population.

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 3S0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). These booklets were processed separately from the JIs. This information is used in a number of different analyses discussed in more detail within the report.

Training Emphasis (TE): TE is a rating of the amount of emphasis that should be placed on tasks in entry-level training. The 48 senior NCOs who completed a TE booklet were asked to select tasks they felt require some sort of structured training for entry-level personnel and then indicate how much training emphasis these tasks should receive, from 1 (extremely low emphasis) to 9

(extremely high emphasis). Structured training is defined as training provided at resident technical schools, field training detachments, mobile training teams, formal on-the-job training (OJT), or any other organized training method. Interrater agreement for these 48 raters was unacceptable. Most supervisors responded to the TE booklet placing emphasis on their particular job. This practice diluted the survey TE results when applied to the entire career ladder. Therefore, the TE data is considered unreliable for further analysis.

Task Difficulty (TD): TD is an estimate of the amount of time needed to learn how to do each task satisfactorily. The 55 senior NCOs who completed TD booklets were asked to rate the difficulty of each tasks using a 9-point scale (extremely low to extremely high). Interrater reliability was acceptable. Ratings were standardized so tasks have an average difficulty of 5.00 and a standard deviation of .84. Any task with a TD rating of 6.00 or above is considered to be difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TD ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting entry-level jobs.

SPECIALTY JOBS
(Career Ladder Structure)

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. The Comprehensive Occupational Data Analysis Program (CODAP) assists by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the *Job*. When two or more jobs have a substantial degree of similarity, in tasks performed and time spent on tasks, they are grouped together and identified as a *Cluster*. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, 12 clusters of jobs and 6 independent jobs were identified within the career ladder. Figure 1 illustrates the jobs performed by AFSC 3S0X1 personnel.

5

A listing of these jobs and job clusters is provided below. The stage (STG) number shown beside each title references computer printed information, and the letter "N" indicates the number of personnel in each group.

I.   COMMANDER'S SUPPORT STAFF (CSS) CLUSTER (ST120, N=1,362)

II.   AWARDS AND DECORATIONS CLUSTER (ST433, N=104)

III.   EVALUATIONS CLUSTER (ST521, N=134)

IV.   UNIT ORDERLY ROOM NCOIC JOB (ST840, N=18)

V.   SUPERVISOR CLUSTER (ST135, N=509)

VI.   FORMAL TRAINING CLUSTER (ST262, N=79)

VII.   ASSIGNMENTS CLUSTER (ST325, N=100)

VIII.   PERSONNEL EMPLOYMENT CLUSTER (ST390, N=197)

IX.   BASE INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ADMINISTRATOR JOB (ST976, N=30)

X.   PERSONNEL READINESS CLUSTER (ST327, N=171)

XI.   AFROTC CLUSTER (ST251, N=124)

XII.   PROMOTIONS AND TESTING CLUSTER (ST331, N=126)

XIII.   REENLISTMENTS JOB (ST965, N=66)

XIV.   RELOCATIONS JOB (ST808, N=216)

XV.   RETIREMENTS AND SEPARATIONS CLUSTER (ST403, N=229)

XVI.   CUSTOMER SERVICE CLUSTER (ST606, N=300)

XVII.   CASUALTY ASSISTANCE JOB (ST1366, N=37)

XVIII.   INSTRUCTOR JOB (GP070, N=10)

The respondents forming these jobs account for 84 percent of the survey sample. The remaining 16 percent, for one reason or another, did not group into one of these jobs. Examples of job titles for these people include CDC Writer, Quality Office, Board Support, and Personnel Specialist.

AFSC 3S0X1 CAREER LADDER JOBS
(N = 4,670)

Instructor 1%
Casualty Assist 1%
Customer Ser 6%
Retirements & Sep 5%
Relocations 5%
Reenlist 1%
Prom & Test 3%
AFROTC 3%
Pers Readiness 4%
IMA Admin 1%
Pers Employment 4%
Assignments 2%
Form Tng 2%
Supv 11%
Ord Rm NCOIC 1%
Evals 3%
Awards & Decs 2%
CSS 29%
Not Grouped 16%

FIGURE 1

7
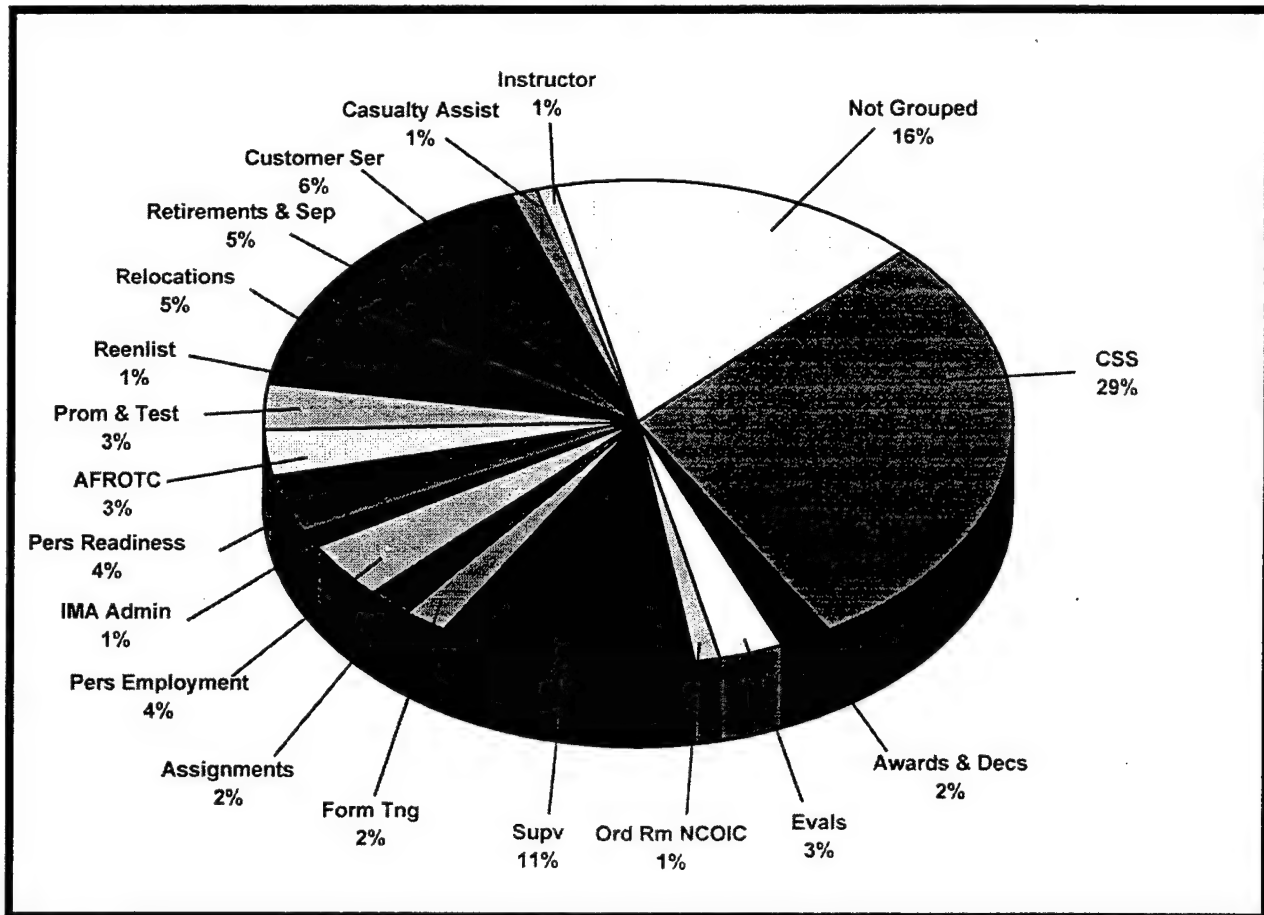
Group Descriptions

The following paragraphs contain brief descriptions of the jobs identified through the career ladder structure analysis. Table 3 presents the relative time spent on duties by members of these specialty jobs. Selected background data for these jobs are provided in Table 4. Representative tasks for all the groups are contained in Appendix A. Table 5 shows a job comparison between the current and 1988 surveys.

I. COMMANDER'S SUPPORT STAFF (CSS) CLUSTER (ST120). The 1,362 airmen performing within this cluster (29 percent of the survey sample) are responsible for the core work of the career ladder and represent the largest job cluster. They perform tasks specific to the day-to-day operation of unit orderly rooms, unit personnel offices or CSS units. Their responsibilities include such things as leave processing, management of the unit weight programs and scheduling personnel for appointments. They perform an average of 113 tasks, which reflects the diversity of this cluster. Distinctive tasks performed include:

> process leave requests
> monitor unit leave programs
> maintain unit control logs
> perform in- or outprocessing of unit personnel
> perform weight checks of personnel
> post daily record of transactions
> maintain weight management and fitness records
> establish suspense systems
> process requests for BAS

Six jobs were identified in this cluster, differing slightly by the time members spend performing specific tasks. The CSS Supervisor Job is composed of just over half the members of this cluster, performing supervisory tasks along with the specific tasks of Duty L. The CSS Representative Job spends nearly three-fourths of their time performing tasks of Duty L. Members in the Personnel Manager Job spend over half of their time performing supervisory and management tasks, with only one-fourth of their time spent in Duty L. The Customer Service Representative Job is distinguished by the amount of time spent on tasks dealing directly with customers within the CSS. The Customer Service NCOIC performs both technical and supervisory tasks within the CSS relating directly with customers. The Personnel Records Manager Job within the CSS is devoted to processing and maintaining management and fitness records, along with unfavorable information files.

The majority of these airmen hold either a 5- (63 percent) or 7-skill level (27 percent). Only 3 percent are in their first enlistment. The average time in the career field is 7 years. The predominant paygrades are E-4 (28 percent) and E-5 (33 percent). Furthermore, 76 percent of these members report they are assigned to units within the United States.

II. AWExS AND DECORATIONS CLUSTER (ST433). The 104 airmen forming this cluster (2 percent of the survey sample) perform the specific awards and decorations functions within the MPF. These individuals are involved with all aspects of the Awards and Decorations Cluster, from processing incoming decorations to preparing special decorations awards and updating data files. Sixty-nine percent of their time is spent on career enhancement activities (Table 3). Two distinct jobs form this cluster; the Awards and Decorations Representative Job and the Awards and Decorations NCOIC/Supervisor Job. Both perform the technical tasks of the job, but the NCOIC devotes more time to supervisory duties. They perform an average of only 43 tasks, indicating their specialization of Awards and Decorations. Distinct tasks performed include:

> prepare or process certificates for awards or decorations
> prepare or process special orders designating approved awards or
>   decorations
> process incoming decorations
> return recommendations for awards and decorations to unit awards
>   monitors
> update awards or decorations data
> distribute special orders or citations
> distribute decorations elements to personnel separating or retiring
> correct awards elements
> correct errors in awards or decorations records

As with the CSS cluster, the predominant paygrades in this job are E-4 (35 percent) and E-5 (24 percent). The majority of these airmen (60 percent) are 5-skill level. Their average time in service is almost 7 years, and 81 percent of these members report they are assigned to units within the United States.

III. EVALUATIONS CLUSTER (ST521). The 134 airmen forming this cluster (3 percent of the survey sample) are located in the MPF. Again, the two jobs in this cluster are differentiated by the amount of time spent on supervisory tasks versus technical tasks. Their responsibilities include reviewing and processing OPRs, EPRs and LOEs. Fifty-seven percent of their time is spent on specific evaluation tasks of the career enhancement activities (Table 3). Typical of their low average of 50 tasks performed are:

> review completed OPRs, EPRs, or LOEs
> distribute completed OPRs, EPRs, or training reports
> initiate follow-up actions on status of late OPRs, EPRs, or LOEs
> return completed OPRs, EPRs, or LOEs for corrective action

9

maintain incoming and outgoing OPR or EPR suspenses
review rosters to determine due dates for OPRs, EPRs, LOEs or
  training reports
initiate correspondence on OPRs, EPRs, or LOEs
update changes in OPR or EPR close-out dates
process notices on OPRs, EPRs, or LOEs

The majority of these airmen (54 percent) hold a 5-skill level. The average time in the career field is just over 5 years. The predominant paygrades again are E-4 (34 percent) and E-5 (22 percent) Eighty-one percent of these members report they are assigned to units within the United States.

IV. **UNIT ORDERLY ROOM NCOIC JOB (ST840)**. Comprising less than 1 percent of the survey sample, these 18 airmen with this job are distinguished from the CSS cluster by the amount of supervisory tasks they perform in relation to the technical tasks. They average only 30 tasks, second lowest of all clusters and jobs, indicating a very focused job with 86 percent of their time spent performing supervisory and management functions (Table 3). Distinct tasks performed include:

determine or establish work priorities
develop or establish work methods or procedures
establish performance standards for subordinates
establish suspense systems
establish work schedules
assign personnel to duty positions
participate in general meetings
establish procedures for accountability of equipment or supplies
plan or schedule work assignments
counsel subordinates concerning personal matters

Their average time in service for this job is over 14 1/2 years. As expected, 67 percent hold a 7-skill level. The average time in the career field is over 12 years. The predominant paygrades were E-5 (44 percent), E-6 (17 percent) and E-7 (22 percent).

V. **SUPERVISOR CLUSTER (ST135)**. The 509 members of this cluster are distinguished from the NCOIC Unit Orderly Room Job by the percentage of time spent on supervisory and management tasks, along with performing general personnel activities (Table 3). Although the commonly performed tasks listed look similar to the NCOIC Orderly Room Job, they differ in the average time spent performing these tasks. These commonly performed tasks include:

participate in general meetings
initiate E-Mail
determine or establish work priorities
develop or establish work methods or procedures
plan or prepare briefings
counsel subordinates concerning personal matters
interpret policies, directives, or procedures for subordinates
establish performance standards for subordinates
write EPRs
establish suspense systems
conduct performance feedback sessions
evaluate personnel for compliance with performance standards

Survey data show 5 distinct jobs within this cluster performing tasks related to specific personnel functions. Members performing the Personnel Manager Job are more-senior and are performing supervisory tasks at the MPF or MAJCOM level. The MPF Superintendent Job performs supervisory and management tasks specific to the operation of the MPF. The Chief MAJCOM Assignments Job performs tasks specific to the management of the airman assignment programs at the MAJCOM level. The Personnel Reliability Program (PRP) Manager Job is concerned with performing general personnel tasks and personnel employment tasks associated with PRP. The last job is the Career Enhancement Superintendent Job, which is performed by more senior personnel. This job includes a mixture of career enhancement, general personnel, and management tasks.

Eighty percent of this diverse supervisory cluster consists of members at the 7-skill level or above. E-7 is the predominant paygrade with 31 percent. The average time in the service is almost 17 years. Fourteen percent are serving overseas.

VI. FORMAL TRAINING CLUSTER (ST262). Comprising 2 percent of the survey sample, these 79 airmen are performing a series of tasks peculiar to formal training functions, specifically the processing of professional military education (PME) quotas. The two jobs identified in this cluster differ only in the amount of time spent on supervisory versus technical tasks. They spend most of their time performing general and personnel relocation activities (see Table 3). Members perform an average of 58 tasks, which include:

initiate DD Forms 1610 (Request and Authorization for TDY
  Travel of DOD Personnel)
process quotas for NCOA or ALS
perform TDY relocation actions
allocate formal training school quotas

initiate or process active duty service commitments (ADSCs) for
  assignments, promotions, or training
issue quotas for NCOA or ALS
initiate or process AF Forms 973 (Request and Authorization for
  Change of Administrative Orders)
issue quotas for officer PME
process quotas for officer PME
monitor quotas for officer PME
review selections for NCOA or ALS

Forty-nine percent of these members hold a 7-skill level, with 30 percent holding a 5-skill level and 18 percent holding a 3-skill level. The average time in the career field is 7 years. The paygrades range from E-3 to E-7, with E-6 being the predominant paygrade. Furthermore, 82 percent of these members report they are assigned to units within the United States.

VII. ASSIGNMENTS CLUSTER (ST325). The 100 members of this cluster are responsible for the enlisted assignment system. The two jobs identified in this cluster, MAJCOM Staff NCO Job and AFPC Assignments Job, reflect the location of these individuals and the difference in tasks performed. Although they spend a similar amount of time in the general and relocation activities as the Formal Training Cluster, they perform different tasks within this area. They perform a low average of 44 tasks, which reflects their specialization. Distinctive tasks performed include:

participate in general meetings
analyze computer management products
determine intercommand reassignment requirements
determine or establish work priorities
draft or write assignment messages
dispose of personnel data system products
counsel personnel concerning assignment policies
maintain copies of listings
assign personnel availability codes
develop or establish work methods or procedures
initiate or process DEROS assignment or change actions

Fifty-one percent of the members in this specialty job hold a 7-skill level. The predominant paygrade is E-5. Total time in service is averages almost 12 years, with 48 percent of the group located at HQ AFPC.

VIII. PERSONNEL EMPLOYMENT CLUSTER (ST390). The 197 members in this cluster are performing the functions of classification, training, and manning control. Again, two specific jobs comprise this cluster and are differentiated by time spent on supervisory versus technical tasks. Fifty-nine percent of their time is spent performing personnel employment activities, by far the highest percentage of any other group within this duty area. Typical of their average 103 tasks are:

> adjust short tour return dates
> adjust ODSDs
> clear overdue data on transaction registers
> audit incoming records for receipt
> distribute gain cancellation notices
> establish incoming PCS processing folders
> award officer AFSCs
> evaluate or review PCA actions
> update overseas TDY into TDY histories
> monitor personnel reporting dates
> initiate or process AF Forms 2096 (Classification/On-The-Job
>   Training Action)
> process newly assigned Air Force accessions

Twenty-eight percent of these members hold a 7-skill level, 43 percent are at the 5-skill level, while 27 percent hold a 3-skill level. Forty-seven percent are supervising other individuals. Predominant paygrades are E-4 and E-5.

IX. BASE INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ADMINISTRATOR JOB (ST976). Comprising only 1 percent of the survey sample, these 30 airmen are performing a series of tasks peculiar to managing the base individual mobilization program. Forty-eight percent of their time is spent performing the tasks of Duty M, by far the largest percentage of any other group in this duty (Table 3). Members perform an average of 58 tasks, which include:

> counsel personnel concerning reserve program requirements
> coordinate training attachment assignments with appropriate
>   agencies
> verify supervisor information for IMAs and reported to ARPC
> monitor strength accountability for IMAs
> establish or maintain IMA awareness programs
> coordinate IMA data with appropriate agencies

provide inputs to staff personnel concerning IMA programs
coordinate IMA assignments with appropriate agencies
assist in resolving pay or point problems

The work of this cluster is performed by more senior personnel at the 9-skill level, with the predominant paygrade of E-8. The average time in the career field is almost 15 years.

X. PERSONNEL READINESS CLUSTER (ST327). The 171 members of this cluster are responsible for the contingency tasking of their units. There are two jobs identified in this cluster and are distinguished by the amount of time spent on technical versus supervisory tasks. Fifty-three percent of their time is spent performing tasks in Duty K, while 18 percent is spent in Duty E (Table 3). They represent 4 percent of the sample and perform an average of 113 tasks. Distinctive tasks performed include:

prepare CEM orders for deployments or exercises
initiate or process contingency, exercise or TDY reports
issue ID tags
process outgoing AUTODIN levy packages
maintain MANPER-B data bases
brief deploying personnel
process incoming AUTODIN levy packages
update MANPER-B data bases
perform MANPER-B system backup procedures
process Sperry transactions
maintain master files of TDY orders
monitor suspenses from units on contingency taskings

This cluster is rather diverse in the distribution of the skill levels, with 10 percent at the 3-skill level, 49 percent at the 5-skill level, 39 percent at the 7-skill level, and 3 percent at the 9-skill level and CEM. The predominant paygrades are E-4 and E-5, with 45 percent supervising other members.

XI. AFROTC CLUSTER (ST251). This job of 124 members represents 3 percent of the survey sample. These members are responsible for processing applications for the AFROTC program and managing the personnel records of the cadets in the program. Fifty-two percent of their time is spent performing tasks of Duty N (see Table 3). These members perform an average of 130 tasks, which is the broadest job of the career ladder. Representative tasks include:

update AFROTC cadet action personnel system
update AFROTC cadet corps data bases
review AFROTC Forms 48 (Academic Plan)
review AFROTC Forms 35 (Certification of Involvement)
process AFROTC Forms 20 (Application for AFROTC
   Membership)
update AFROTC physical fitness management data bases
validate AFROTC CAPS
request or review academic transcripts
review AFROTC Forms 20 (Application for AFROTC
   Membership)
schedule physical exams for AFROTC cadets
review SF Forms 88 (Report of Medical Examination)
review AF Forms 2030 (USAF Drug and Alcohol Abuse
   Certificate)

There were three jobs identified in this cluster. The AFROTC Detachment Job is responsible for the day-to-day operations within the AFROTC Detachment. They spend 70 percent of their time performing tasks within Duty N. The AFROTC Applications Support Job is located within the MPF at a small number of locations with members spending over a third of their time performing tasks within Duty N and just under a third of their time performing reserve personnel and customer support tasks. Members of the CSS AFROTC Support Job consist of members assigned to the CSS who spend a third of their time on UPO-specific tasks, but specialize by performing over 40 percent of their time performing reserve personnel and AFROTC Detachment tasks.

Sixty-one percent of these members hold the 7-skill level, with an average of 12 years service. The predominant paygrade is E-5 at 42 percent, with E-6 at 26 percent.

XII. PROMOTIONS AND TESTING CLUSTER (ST331). The 126 members of this cluster are responsible for the management and control of promotions and testing with the MPF. Sixty-six percent of their time is spent performing tasks specific to the promotions and testing job. They are responsible for such things as maintaining promotion eligibility status, processing promotion rosters, and distributing Weighted Airmen Promotion System (WAPS) notices. They perform an average of 44 tasks. Distinctive tasks performed include:

determine airmen promotion eligibility dates
distribute WAPS score notices
distribute WAPS data verification records
monitor promotion eligibility status codes
process airman ineligible for promotion rosters
project E-4 date of rank promotions

update PES codes
distribute officer or airmen eligible for promotion rosters
verify airmen promotion nonrecommendations
verify eligibility for E-4 quarterly BTZ promotion board
process monthly promotion increment listings
maintain airmen promotion eligibility status documents

Fifty-two percent of the members in this specialty cluster hold a 5-skill level, with 41 percent holding the 7-skill level. The predominant paygrade is from E-4 to E-6. Total time in service averages over 10 years. Fifty-three percent of this job report they supervise other members.

XIII. REENLISTMENTS JOB (ST965). Comprising only 1 percent of the survey sample, these 66 airmen are performing a series of tasks peculiar to reenlistments. Sixty-three percent of their time is spent performing career enhancement activities, differing from the Promotions and Testing Cluster by the tasks performed. Members perform an average of 55 tasks, which include:

counsel personnel concerning extensions of enlistment
initiate or process enlistment or reenlistment documents
coordinate AF Forms 901 (Reenlistment eligibility Annex to DD
  Form 4) with unit commanders
initiate or process AF Forms 545 (Request for Career Job
  Reservation/Selective Reenlistment Bonus Authorization)
counsel personnel concerning waiting list procedures
counsel personnel concerning careers
schedule personnel for enlistment or reenlistment processing
coordinate reenlistments or cancellations of enlistments with
  appropriate agencies
monitor timeliness of SRP selections or nonselections
counsel personnel concerning SRB or regular entitlements
counsel personnel concerning TRAC programs
update JUMPS data

Sixty-one percent of these members hold a 5-skill level. The average time in the career field is only 6 years. The predominant paygrades are E-4 and E-5. Furthermore, 80 percent of these members report they are assigned to units within the United States.

XIV. RELOCATIONS JOB (ST808). The 216 members of this job represent 5 percent of the sample and are responsible for outbound assignments. Sixty-nine percent of their job time is spent performing personnel relocation activities. They perform an average of 83 tasks, such as counseling personnel on assignment policies and preparing assignment documents. Distinctive tasks performed include:

> initiate or process AF Forms 899 (Request for Authorization for
> Permanent Change of Station)
> prepare outbound assignment relocation preparation folders
> conduct outprocessing briefings
> counsel personnel concerning assignment policies
> initiate or process AF Forms 965 (Overseas Tour Selection
> Statement)
> counsel personnel concerning medical and educational clearance
> for dependent overseas travel
> initiate or process AF Forms 907 (Relocation Preparation Checklist)
> prepare or process applications for changes to projected departure
> dates
> evaluate or review applications for home-basing or follow-on
> assignments
> prepare or process applications for home-basing or follow-on
> assignments
> assign special order numbers
> initiate or process AF Forms 973 (Request and Authorization
> for Change of Administrative Orders)

Sixty percent of the members in this specialty job hold a 5-skill level. The predominant paygrades range from E-3 to E-5. Total time in service is averages almost 7 1/2 years, with just under 5 years in the career field.

XV. RETIREMENTS AND SEPARATIONS CLUSTER (ST403). Five percent of the survey sample, these 229 airmen are performing a series of tasks associated with the separation of both retirees and other members. There are three jobs identified within this cluster; Retirements, Separations, and NCOIC. They are differentiated by the tasks performed. The Retirements Job deals mainly with the retirement of eligible members while the Separations Job is dedicated to the tasks associated with the separation of members from active duty. The NCOIC performs both technical and supervisory tasks. Members perform an average of 87 tasks, which include:

17

complete DD Forms 214 (Certificate of Release or Discharge From
  Active Duty)
complete DD Forms 214WS (Worksheet for Certificate of Release
  or Discharge from Active Duty)
conduct outprocessing briefings
conduct discharge or release from active duty counselings or
  briefings
conduct retirement counselings or briefings, other than disability
  retirement briefings
prepare or process separation orders
evaluate or review applications for retirement
prepare or process applications for retirement
prepare or process separation relocation folders
initiate or process AF Forms 907 (Relocation
  Preparation Checklist)
distribute field record groups (FRGps) for separatees or retirees
maintain separation relocation folders

Forty-nine percent of these members hold a 5-skill level, with 29 percent holding a 7-skill level. The average time in the career field is 9 years. The predominant paygrades are E-4 and E-5, with 46 percent reporting they supervise other members.

XVI. CUSTOMER SERVICE CLUSTER (ST606). The 300 members in this cluster comprise 6 percent of the sample and spend 70 percent of their time performing customer support activities, which is the second highest percentage in this duty. The two jobs identified in this cluster, Customer Service Representative and Customer Service NCOIC differ only by the amount of time performing technical versus supervisory tasks. They perform an average of 99 tasks. Distinctive tasks performed include:

update DD Forms 93 (Record of Emergency Data)
verify applications for ID cards
counsel personnel concerning eligibility for ID cards
initiate or process applications for ID cards
file documents in UPRGs
direct customer inquiries to other MPF workcenters
initiate or process DD Forms 93
destroy ID cards
counsel personnel concerning SGLI elections
counsel sponsors concerning requirements for turning in
  dependent ID cards
file personnel record folders
update local address or home telephone information changes

Forty percent of the members in this specialty job hold a 5-skill level. The predominant paygrade ranges from E-3 to E-5. Total time in service is averages 8 years, with 44 percent of the group reporting supervising other members.

XVII. CASUALTY ASSISTANCE JOB (ST1366). Comprising 1 percent of the survey sample, these 37 airmen are performing a series of tasks peculiar to death notification and program administration. They perform 77 percent of their time performing customer support activities, the highest percentage of any other job or cluster. The comparison of this job and the customer service cluster reveals high percentages of time spent performing customer support activities, but completely different tasks within that duty. Members perform an average of 80 tasks, which include:

> collect death information
> initiate or process AF Forms 1312 (Report of Retired Casualty)
> perform casualty standby
> complete applications for survivor benefits
> counsel next of kin concerning survivor benefits
> maintain active duty and retiree death files
> maintain casualty assistance case files
> perform follow-up contacts with casualty next of kin
> contact casualty primary next of kin
> initiate or process AF Forms 58 (Casualty Assistance Summary (Transmittal))
> open or close casualty assistance cases

Fifty-nine percent of these members hold a 5-skill level. The average time in the career field is 9 years. The predominant paygrades range from E-4 to E-6. Forty-six percent report supervising other members.

XVIII. INSTRUCTOR JOB (GP070). There are only 10 members identified in this job, all assigned as Technical Training Instructors. Naturally, they perform the highest percentage of any other group of the sample, 70 percent, in Duty D. They perform a low average of 23 tasks, which indicates their very focused job. Distinctive tasks performed include:

> conduct resident course classroom training
> develop or prepare lesson plans
> construct or develop training materials or aids
> construct tests or exams

score tests
counsel trainees on training progress
develop formal course curricula
administer tests
conduct remedial study classes
maintain training records
evaluate progress of trainees
plan or prepare briefings

Eighty percent of the members in this specialty job hold a 5-skill level. The predominant paygrade is E-5. Total time in service averages 9 years.

Comparison to Previous Study

For the most part, the functions of the 3S0X1 AFSC career ladder structure have remained the same, with a redistribution of the tasks to other jobs within the structure compared to the last survey (see Table 5). With the introduction of the PC-III system, many tasks previously performed at the MPF level are now performed within the CSS.

The Awards and Decorations Cluster, Assignments Cluster, Unit Orderly Room NCOIC Job, Base IMA Administrator Job, and Casualty Assistance Job clusters and jobs in the current survey were not identified in the previous survey. Two jobs from the previous survey have been eliminated; the Base INTRO Manager Job no longer exists and the Computer Systems Cluster became a separate AFSC.

TABLE 3

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	CSS CLUSTER (ST120) (N=1,362)	AWARDS AND DECORATIONS CLUSTER (ST433) (N=104)	EVALUATIONS CLUSTER (ST521) (N=134)	NCOIC UNIT ORDERLY ROOM JOB (ST840) (N=18)	SUPERVISOR CLUSTER (ST135) (N=509)
A ORGANIZING AND PLANNING	10	8	9	65	22
B DIRECTING AND IMPLEMENTING	4	3	4	13	14
C INSPECTING AND EVALUATING	3	3	4	8	15
D TRAINING	3	2	3	1	10
E PERFORMING GENERAL PERSONNEL ACTIVITIES	12	13	17	4	18
F PERFORMING HIGHER HEADQUARTERS ACTIVITIES	0	0	0	0	2
G PERFORMING PERSONNEL RELOCATION ACTIVITIES	3	0	0	2	5
H PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	4	0	0	1	3
I PERFORMING CAREER ENHANCEMENT ACTIVITIES	8	69	57	2	6
J PERFORMING CUSTOMER SUPPORT ACTIVITIES	5	2	2	1	2
K PERFORMING PERSONNEL READINESS ACTIVITIES	0	0	0	0	1
L PERFORMING UNIT PERSONNEL OFFICE (UPO) ACTIVITIES	48	0	4	3	1
M PERFORMING RESERVE PERSONNEL ACTIVITIES	0	0	0	0	1
N PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) DETACHMENT PERSONNEL ACTIVITIES	0	0	0	0	0

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	FORMAL TRAINING CLUSTER (ST262) (N=79)	ASSIGNMENTS CLUSTER (ST325) (N=100)	PERSONNEL EMPLOYMENT CLUSTER (ST390) (N=197)	BASE IMA ADMIN JOB (ST976) (N=30)	PERSONNEL READINESS CLUSTER (ST327) (N=171)
A ORGANIZING AND PLANNING	12	15	8	11	12
B DIRECTING AND IMPLEMENTING	4	4	3	4	4
C INSPECTING AND EVALUATING	4	2	3	4	4
D TRAINING	4	2	3	3	3
E PERFORMING GENERAL PERSONNEL ACTIVITIES	29	29	18	10	18
F PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1	9	0	0	1
G PERFORMING PERSONNEL RELOCATION ACTIVITIES	34	31	2	3	2
H PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	8	6	60	2	2
I PERFORMING CAREER ENHANCEMENT ACTIVITIES	1	0	1	6	0
J PERFORMING CUSTOMER SUPPORT ACTIVITIES	1	2	1	5	1
K PERFORMING PERSONNEL READINESS ACTIVITIES	1	*	1	2	53
L PERFORMING UNIT PERSONNEL OFFICE (UPO) ACTIVITIES	1	0	0	2	0
M PERFORMING RESERVE PERSONNEL ACTIVITIES	0	0	0	48	0
N PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) DETACHMENT PERSONNEL ACTIVITIES	0	0	0	0	0

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	AFROTC CLUSTER (ST251) (N=124)	PROMOTIONS AND TESTING CLUSTER (ST331) (N=126)	REENLIST-MENTS JOB (ST965) (N=66)	RELOCATIONS JOB (ST808) (N=216)	RETIREMENTS AND SEPARATIONS CLUSTER (ST403) (N=229)
A ORGANIZING AND PLANNING	5	6	6	6	7
B DIRECTING AND IMPLEMENTING	3	4	3	2	3
C INSPECTING AND EVALUATING	3	4	3	2	3
D TRAINING	2	3	3	2	3
E PERFORMING GENERAL PERSONNEL ACTIVITIES	5	15	18	18	16
F PERFORMING HIGHER HEADQUARTERS ACTIVITIES	0	0	0	0	*
G PERFORMING PERSONNEL RELOCATION ACTIVITIES	2	0	2	69	63
H PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	1	0	0	0	1
I PERFORMING CAREER ENHANCEMENT ACTIVITIES	4	65	63	0	0
J PERFORMING CUSTOMER SUPPORT ACTIVITIES	5	1	1	1	3
K PERFORMING PERSONNEL READINESS ACTIVITIES	1	0	0	0	0
L PERFORMING UNIT PERSONNEL OFFICE (UPO) ACTIVITIES	9	1	1	0	0
M PERFORMING RESERVE PERSONNEL ACTIVITIES	9	0	0	0	1
N PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) DETACHMENT PERSONNEL ACTIVITIES	51	0	0	0	1

TABLE 3 (CONTINUED)

RELATIVE PERCENT TIME SPENT ON DUTIES BY SPECIALTY JOBS

DUTIES	CUSTOMER SERVICE CLUSTER (ST606) (N=300)	CASUALTY ASSISTANCE JOB (ST1366) (N=37)	INSTRUCTOR JOB (GP070) (N=10)
A ORGANIZING AND PLANNING	5	5	16
B DIRECTING AND IMPLEMENTING	3	3	4
C INSPECTING AND EVALUATING	3	3	5
D TRAINING	3	2	69
E PERFORMING GENERAL PERSONNEL ACTIVITIES	11	6	4
F PERFORMING HIGHER HEADQUARTERS ACTIVITIES	0	0	0
G PERFORMING PERSONNEL RELOCATION ACTIVITIES	2	2	1
H PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	1	0	0
I PERFORMING CAREER ENHANCEMENT ACTIVITIES	1	2	0
J PERFORMING CUSTOMER SUPPORT ACTIVITIES	69	77	0
K PERFORMING PERSONNEL READINESS ACTIVITIES	0	0	0
L PERFORMING UNIT PERSONNEL OFFICE (UPO) ACTIVITIES	1	0	0
M PERFORMING RESERVE PERSONNEL ACTIVITIES	0	0	0
N PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) DETACHMENT PERSONNEL ACTIVITIES	0	0	0

TABLE 4

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	CSS CLUSTER (ST120)	AWARDS AND DECORATIONS CLUSTER (ST433)	EVALUATIONS CLUSTER (ST521)	NCOIC UNIT ORDERLY ROOM JOB (ST840)	SUPERVISOR CLUSTER (ST135)
NUMBER IN GROUP	1,362	104	134	18	509
PERCENT OF SAMPLE	29%	2%	3%	1%	11%
PERCENT IN CONUS	76%	81%	81%	83%	86%
DAFSC DISTRIBUTION:					
3S031	10%	26%	25%	0%	2%
3S051	63%	60%	54%	33%	18%
3S071	27%	14%	21%	67%	43%
3S090	0%	0%	0%	0%	22%
3S000	0%	0%	0%	0%	15%
PREDOMINANT GRADE(S)	E-4 - E-5	E-4 - E5	E-4 - E-5	E-5 - E-7	E-7
AVERAGE MONTHS IN CAREER FIELD	86	57	54	146	159
AVERAGE MONTHS IN SERVICE	115	81	93	176	201
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	21%	37%	36%	6%	2%
PERCENT SUPERVISING	45%	27%	42%	72%	78%
AVERAGE NUMBER OF TASKS PERFORMED	113	43	50	30	79

25

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	FORMAL TRAINING CLUSTER (ST262)	ASSIGNMENTS CLUSTER (ST325)	PERSONNEL EMPLOYMENT CLUSTER (ST390)	BASE IMA ADMIN JOB (ST976)	PERSONNEL READINESS CLUSTER (ST327)
NUMBER IN GROUP	79	100	197	30	171
PERCENT OF SAMPLE	2%	2%	4%	1%	4%
PERCENT IN CONUS	82%	89%	81%	97%	77%
DAFSC DISTRIBUTION:					
3S031	18%	0%	27%	0%	10%
3S051	49%	43%	43%	3%	48%
3S071	30%	51%	28%	7%	39%
3S090	3%	5%	2%	83%	2%
3S000	0%	1%	0%	7%	1%
PREDOMINANT GRADE(S)	E-4 - E-6	E5	E-4 - E-5	E-8	E-4 - E-5
AVERAGE MONTHS IN CAREER FIELD	85	133	75	177	92
AVERAGE MONTHS IN SERVICE	118	142	102	182	121
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	26%	2%	33%	7%	20%
PERCENT SUPERVISING	35%	11%	47%	20%	45%
AVERAGE NUMBER OF TASKS PERFORMED	58	44	103	113	83

26

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	AFROTC CLUSTER (ST251)	PROMOTIONS AND TESTING CLUSTER (ST331)	REENLISTMENTS JOB (ST965)	RELOCATIONS JOB (ST808)	RETIREMENTS AND SEPARATIONS CLUSTER (ST403)
NUMBER IN GROUP	124	126	66	216	229
PERCENT OF SAMPLE	3%	3%	1%	5%	5%
PERCENT IN CONUS	82%	84%	80%	72%	82%
DAFSC DISTRIBUTION:					
3S031	2%	7%	21%	19%	21%
3S051	36%	52%	61%	60%	49%
3S071	61%	41%	18%	21%	29%
3S090	1%	0%	0%	0%	1%
3S000	0%	0%	0%	0%	0%
PREDOMINANT GRADE(S)	E-5 - E-6	E-4 - E-6	E-4 - E-5	E-3 - E-5	E-4 - E-5
AVERAGE MONTHS IN CAREER FIELD	118	89	73	59	79
AVERAGE MONTHS IN SERVICE	149	125	89	91	108
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	3%	17%	34%	34%	28%
PERCENT SUPERVISING	36%	53%	38%	42%	46%
AVERAGE NUMBER OF TASKS PERFORMED	130	90	55	83	87

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR SPECIALTY JOBS

	CUSTOMER SERVICE CLUSTER (ST606)	CASUALTY ASSISTANCE JOB (ST1366)	INSTRUCTOR JOB (GP070)
NUMBER IN GROUP	300	37	10
PERCENT OF SAMPLE	6%	1%	1%
PERCENT IN CONUS	81%	92%	100%
DAFSC DISTRIBUTION:			
3S031	32%	14%	0%
3S051	40%	59%	80%
3S071	27%	27%	20%
3S090	1%	0%	0%
3S000	0%	0%	0%
PREDOMINANT GRADE(S)	E-3 - E-5	E-4 - E-6	E-5
AVERAGE MONTHS IN CAREER FIELD	66	79	105
AVERAGE MONTHS IN SERVICE	99	110	110
PERCENT IN FIRST ENLISTMENT (1-48 MOS TAFMS)	28%	27%	0%
PERCENT SUPERVISING	44%	46%	0%
AVERAGE NUMBER OF TASKS PERFORMED	99	80	23

TABLE 5

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1988 SURVEYS

CURRENT SURVEY (N=4,670)	1988 SURVEY (N=5,058)
COMMANDER'S SUPPORT STAFF (CSS) CLUSTER	ADMINISTRATIVE AND ORDERLY ROOM CLUSTER
AWARDS AND DECORATIONS CLUSTER	*NO SIMILAR GROUP IDENTIFIED*
EVALUATIONS CLUSTER	OER AND APR CLUSTER
UNIT ORDERLY ROOM NCOIC JOB	*NO SIMILAR GROUP IDENTIFIED*
SUPERVISOR CLUSTER	SENIOR PERSONNEL MANAGER CLUSTER
FORMAL TRAINING CLUSTER	CLASSIFICATION AND TRAINING CLUSTER
ASSIGNMENTS CLUSTER	*NO SIMILAR GROUP IDENTIFIED*
PERSONNEL EMPLOYMENT CLUSTER	MANNING CONTROL CLUSTER
BASE IMA ADMINISTRATOR JOB	*NO SIMILAR GROUP IDENTIFIED*
PERSONNEL READINESS CLUSTER	PERSONNEL READINESS CLUSTER
AFROTC CLUSTER	ROTC DETACHMENT JOB
PROMOTIONS AND TESTING CLUSTER	PROMOTIONS AND TESTING CLUSTER
REENLISTMENTS JOB	SPECIAL ACTIONS CLUSTER

29

TABLE 5 (CONTINUED)

SPECIALTY JOB COMPARISON BETWEEN CURRENT AND 1988 SURVEYS

CURRENT SURVEY (N=4,670)	1988 SURVEY (N=5,058)
RELOCATIONS JOB	OUTBOUND ASSIGNMENTS CLUSTER
RETIREMENTS AND SEPARATIONS CLUSTER	SEPARATIONS AND RETIREMENTS CLUSTER
CUSTOMER SERVICE CLUSTER	CUSTOMER SERVICE CLUSTER & RECORDS CLUSTER
CASUALTY ASSISTANCE JOB	*NO SIMILAR GROUP IDENTIFIED*
INSTRUCTOR JOB	INSTRUCTORS AND TRAINERS JOB
NO SIMILAR GROUP IDENTIFIED	BASE INTRO MANAGERS JOB
NO SIMILAR GROUP IDENTIFIED	COMPUTER SYSTEMS CLUSTER

30

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis identifies differences in tasks performed at the various skill levels. This information may then be used to evaluate how well career ladder documents, such as the AFMAN 36-2108 *Specialty Description* and the Career Field Education and Training Plan (CFETP), reflect what career ladder personnel are actually doing in the field.

The distribution of skill-level groups across the career ladder jobs is displayed in Table 6, while Table 7 offers another perspective by displaying the relative percent time spent on each duty across the skill-level groups. A typical pattern of progression is noted within the AFSC 3S0X1 career ladder. Personnel at the 3- and 5-skill levels work in the technical jobs of the career ladder and spend most of their time on technical tasks. As incumbents move up to the 7-skill level, higher percentages work in the supervisory jobs, but many personnel still spend some time performing technical tasks. At the 9-skill level and CEM, individuals have moved away from the technical job completely and are performing supervisory and management functions.

Skill-Level Descriptions

DAFSC 3S031. Representing 14 percent of the survey sample, these 671 airmen perform an average of 55 tasks. Twenty-one percent of these airmen work in the CSS Cluster (see Table 6). Additionally, 15 percent of these members are working as Customer Service personnel.

Representative tasks performed by 3-skill level incumbents are listed in Table 8. Most tasks are general personnel tasks and relate to Duty J (Performing Customer Support Activities), Duty G (Performing Personnel Relocation Activities), and Duty E (Performing General Personnel Activities).

DAFSC 3S051. Representing 35 percent of the survey sample (largest DAFSC group of the survey), these airmen perform an average of 80 tasks (somewhat higher than 3-skill level members). Thirty-seven percent work in the CSS cluster. Smaller percentages of 5-skill level members are found in the remaining jobs and clusters (see Table 6).

Table 9 lists representative tasks performed by all 5-skill level personnel. Table 10 reflects those tasks which best differentiate 5-skill level personnel from their 3-skill level counterparts. Most tasks in the table show a negative value, indicating that 5-skill level personnel perform essentially the same technical tasks performed at the 3-skill level. The major difference between the two groups is that 5-skill level personnel perform a broader range of tasks, many being supervisory or training tasks.

DAFSC 3S071. Seven-skill level personnel represent 30 percent of the survey sample. Unlike their junior counterparts at the 3- and 5-skill levels, 15 percent of these personnel are working in the Supervisor Job. However, 26 percent of the 7-skill level personnel are still working in the CSS Cluster (see Table 6).

Table 11 lists the tasks performed by the highest percentage of these airmen. Most of these involve supervisory functions. Table 12 shows those tasks which best differentiate the 5- and 7-skill levels. As expected, the key difference is a much greater emphasis on supervisory functions at the 7-skill level.

DAFSC 3S090/3S000. Nine-skill level and CEM Code personnel represent 6 percent of the survey sample. They are primarily working in the Supervisor job (66 percent), with a much smaller 9 percent working in the Base IMA Administrator Job (see Table 6).

Table 13 lists representative tasks performed by these senior NCOs. Most of these involve supervisory or management functions. Table 14 shows those tasks which best differentiate the 7- and 9-skill levels. As expected, the key difference is a much greater emphasis on management functions at the 9-skill level and CEM Code, while 7-skill level personnel are still performing many of the technical Personnel tasks.

<div align="center">Summary</div>

Progression in this career ladder follows a regular pattern of highly technical job focus at the lower skill levels, with a broadening into supervision and management at the 7- and 9-skill levels. An emphasis is clearly seen in performing primarily the core job of the personnel functions at the 3- and 5-skill levels, with some broadening into supervisory functions at the 5-skill level. Craftsmen at the 7-skill level are beginning to shift to supervisory jobs, but a good deal of their job time is still spent in the technical arena. The 9-skill level personnel are primarily supervisors and managers of the career ladder.

TABLE 6

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS	DAFSC 3S031 (N = 671)	DAFSC 3S051 (N = 2,292)	DAFSC 3S071 (N = 1,421)	DAFSC 3S090/3S000 (N = 286)
I. Commander's Support Staff	21	37	26	0
II. Awards and Decorations	4	3	1	0
III. Evaluations	5	3	2	0
IV. Unit Orderly Room NCOIC	0	0	1	0
V. Supervisor	2	4	15	66
VI. Formal Training	2	2	2	1
VII. Assignments	0	2	4	2
VIII. Personnel Employment	8	4	4	1
IX. Base Individual Mobilization (IMA) Administrator	0	0	0	9
X. Personnel Readiness	3	4	5	2
XI. AFROTC	0	2	5	0

TABLE 6 (CONTINUED)

DISTRIBUTION OF DAFSC GROUP MEMBERS ACROSS SPECIALTY JOBS
(PERCENT RESPONDING)

SPECIALTY JOBS		DAFSC 3S031 (N = 671)	DAFSC 3S051 (N = 2,292)	DAFSC 3S071 (N = 1,421)	DAFSC 3S090/3S000 (N = 286)
XII.	Promotions and Testing	1	3	4	0
XIII.	Reenlistments	2	2	1	0
XIV.	Relocations	6	6	3	0
XV.	Retirements and Separations	8	5	5	1
XVI.	Customer Service	15	5	6	1
XVII.	Casualty Assistance	1	1	1	0
XVIII.	Instructor	0	0	0	0
	Not Grouped	22	17	15	17

34

TABLE 7

RELATIVE PERCENT TIME SPENT ON DUTIES BY DAFSC GROUPS

DUTIES	DAFSC 3S031 (N=671)	DAFSC 3S051 (N=2,292)	DAFSC 3S071 (N=1,421)	DAFSC 3S090/ 3S000 (N=286)
A ORGANIZING AND PLANNING	8	10	14	23
B DIRECTING AND IMPLEMENTING	2	3	7	13
C INSPECTING AND EVALUATING	1	3	7	16
D TRAINING	1	3	6	8
E PERFORMING GENERAL PERSONNEL ACTIVITIES	14	16	15	15
F PERFORMING HIGHER HEADQUARTERS ACTIVITIES	0	1	2	2
G PERFORMING PERSONNEL RELOCATION ACTIVITIES	15	12	10	5
H PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	10	6	4	2
I PERFORMING CAREER ENHANCEMENT ACTIVITIES	14	13	10	4
J PERFORMING CUSTOMER SUPPORT ACTIVITIES	19	8	6	4
K PERFORMING PERSONNEL READINESS ACTIVITIES	2	3	3	2
L PERFORMING UNIT PERSONNEL OFFICE (UPO) ACTIVITIES	13	20	12	1
M PERFORMING RESERVE PERSONNEL ACTIVITIES	0	1	1	5
N PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) DETACHMENT PERSONNEL ACTIVITIES	1	1	3	0

TABLE 8

REPRESENTATIVE TASKS PERFORMED BY 3S031 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=671)
A19	PARTICIPATE IN GENERAL MEETING, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, AND WORKSHOPS	46
E137	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	45
E178	MAINTAIN ADMINISTRATIVE FILES	37
A12	ESTABLISH ADMINISTRATIVE FILES	34
A23	PLAN OR PREPARE BRIEFINGS	33
E169	INITIATE ELECTRONIC MAIL (E-MAIL)	33
A17	ESTABLISH SUSPENSE SYSTEMS	32
E143	CONSTRUCT IMMEDIATE INQUIRIES	29
E179	MAINTAIN COPIES OF LISTINGS, SUCH AS TRANSACTION REGISTERS, PURGES OR STRENGTH REPORTS	29
E138	CLEAR PURGE OR REJECT ROSTERS	28
J825	FILE DOCUMENTS IN UPRGs	26
J931	VERIFY SSNs OR NAMES	26
A5	DETERMINE OR ESTABLISH WORK PRIORITIES	25
J920	SIGN OUT UPRGs OR UPRG COMPONENTS	23
E172	INITIATE OR PROCESS AF FORMS 973 (REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS)	23
A2	ASSIGN SPONSORS FOR INCOMING PERSONNEL	22
J923	UPDATE LOCAL ADDRESS OR HOME TELEPHONE INFORMATION CHANGES	22
L1073	PERFORM IN- OR OUTPROCESSING OF UNIT PERSONNEL	21
J922	UPDATE DD FORMS 93 (RECORD OR EMERGENCY DATA)	22
J826	FILE PERSONNEL RECORD FOLDERS	20
L1077	PROCESS LEAVE REQUESTS	20
G280	CONDUCT OUTPROCESSING BRIEFINGS	20
J843	INITIATE OR PROCESS DD FORMS 93 (RECORD OF EMERGENCY DATA)	19
E139	COLLECT IDENTIFICATION (ID) CARDS	18
I727	REVIEW COMPLETED OPRs, EPRs, OR LOEs	18
J809	DESTROY ID CARDS	18
L1054	MAINTAIN UNIT LEAVE CONTROL LOGS	17
L1065	MONITOR UNIT LEAVE PROGRAMS	17
A30	SCHEDULE PERSONNEL FOR TDY ASSIGNMENTS, LEAVES, OR PASSES	16

* Average Number of Tasks Performed - 55

TABLE 9

REPRESENTATIVE TASKS PERFORMED BY 3S051 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=2,292)
A19	PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, AND WORKSHOPS	62
E137	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	60
A17	ESTABLISH SUSPENSE SYSTEMS	54
A5	DETERMINE OR ESTABLISH WORK PRIORITIES	52
A7	DEVELOP OR ESTABLISH WORK METHODS OR PROCEDURES	52
E169	INITIATE ELECTRONIC MAIL (E-MAIL)	48
E178	MAINTAIN ADMINISTRATIVE FILES	48
A23	PLAN OR PREPARE BRIEFINGS	44
E179	MAINTAIN COPIES OF LISTINGS, SUCH AS TRANSACTION REGISTERS, PURGES, OR STRENGTH REPORTS	43
E151	DISPOSE OF PERSONNEL DATA SYSTEM (PDS) PRODUCTS	43
A12	ESTABLISH ADMINISTRATIVE FILES	42
E134	ANALYZE COMPUTER MANAGEMENT PRODUCTS, SUCH AS DATA OR STRENGTH RECONCILIATION, SYSTEM PURGES, OR FLOW OF PERSONNEL TRANSACTIONS	39
L1077	PROCESS LEAVE REQUESTS	37
L1073	PERFORM IN- OR OUTPROCESSING OF UNIT PERSONNEL	37
L1074	PERFORM WEIGHT CHECKS OF PERSONNEL	36
E138	CLEAR PURGE OR REJECT ROSTERS	36
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	36
A2	ASSIGN SPONSORS FOR INCOMING PERSONNEL	35
E147	COORDINATE SYSTEM MALFUNCTIONS OF PRODUCT RETRIEVAL PROBLEMS WITH PERSONNEL SYSTEMS MANAGEMENT (PSM)	34
L1065	MONITOR UNIT LEAVE PROGRAMS	33
L1054	MAINTAIN UNIT LEAVE CONTROL LOGS	33
D98	CONDUCT OJT	32
E152	DISTRIBUTE COMPUTER PRODUCTS, OTHER THAN BASE MANPOWER DATA SYSTEM (BMDS) PRODUCTS	31
B49	INITIATE PERSONNEL ACTION REQUESTS	31
L1057	MAINTAIN WEIGHT MANAGEMENT AND FITNESS RECORDS	30
L1081	PROCESS REQUESTS FOR BASIC ALLOWANCE FOR SUBSTANCE (BAS)	30
E172	INITIATE OR PROCESS AF FORMS 973 (REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS)	29
A30	SCHEDULE PERSONNEL FOR TDY ASSIGNMENTS, LEAVES, OR PASSES	28
L1075	POST DAILY RECORD OF TRANSACTIONS (DROTs)	28
E143	CONSTRUCT IMMEDIATE INQUIRIES	25

* Average Number of Tasks Performed - 80

TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSCs 3S031 AND 3S051 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 3S031 (N=671)	DAFSC 3S051 (N=2,292)	DIFF
J825	FILE DOCUMENTS IN UPRGs	26	11	15
J922	UPDATE DD FORMS 93 (RECORD OR EMERGENCY DATA)	22	10	12
J931	VERIFY SSNs OR NAMES	26	14	12
J809	DESTROY ID CARDS	18	7	11
L1106	SCHEDULE UNIT PERSONNEL FOR DENTAL EXAMINATIONS	15	26	-11
L1010	ADMINISTER UNIT INTRO PROGRAM	11	22	-11
L1110	TRACK PERSONNEL STATUS DURING RECALL EXERCISES	5	16	-11
B38	DIRECT MAINTENANCE OF ADMINISTRATIVE FILES	17	28	-11
A28	PLAN OR PREPARE BRIEFINGS	33	44	-11
C60	ANALYZE WORKLOAD REQUIREMENTS	4	15	-11
L1095	REQUEST RECORD REVIEW Rips, OTHER THAN NON-PC III UNITS	13	24	-11
E178	MAINTAIN ADMINISTRATIVE FILES	37	48	-11
L1025	DETERMINE MATERIAL REQUIREMENTS FOR WAPS REFERENCE LIBRARIES	2	13	-11
L1107	SCHEDULE UNIT PERSONNEL FOR PHYSICAL FITNESS MEDICAL EVALUATIONS	10	21	-11
A3	DETERMINE LOGISTICS REQUIREMENTS, SUCH AS PERSONNEL, EQUIPMENT, SPACE, OR SUPPLIES	7	18	-11
L1011	ANNOTATE UNIT LEAVE PERSONNEL DATA ROSTERS	10	21	-11
L1109	SET UP EQUIPMENT FOR COMMANDER'S CALL	12	23	-11
L1062	MONITOR RANDOM URINALYSIS SAMPLE PROGRAM	8	19	-11
B35	CONDUCT SUPERVISORY ORIENTATIONS OF NEWLY ASSIGNED PERSONNEL	5	16	-11
C85	INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	3	14	-11
A30	SCHEDULE PERSONNEL FOR TDY ASSIGNMENTS, LEAVES, OR PASSES	17	28	-11
L1045	MAINTAIN CONTROL ROSTERS	6	17	-11
D124	MAINTAIN TRAINING RECORDS, CHARTS, GRAPHS, OR FILES	5	17	-12

38

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY 3S071 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=1,421)
A19	PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, AND WORKSHOPS	84
A5	DETERMINE OR ESTABLISH WORK PRIORITIES	76
A7	DETERMINE OR ESTABLISH WORK METHODS OR PROCEDURES	71
A17	ESTABLISH SUSPENSE SYSTEMS	65
C88	WRITE EPRs	63
A23	PLAN OR PREPARE BRIEFINGS	62
B36	COUNSEL SUBORDINATES CONCERNING PERSONAL MATTERS	62
C63	CONDUCT PERFORMANCE FEEDBACK SESSIONS	61
A15	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	56
E169	INITIATE ELECTRONIC MAIL (E-MAIL)	53
D98	CONDUCT OJT	52
E151	DISPOSE OF PERSONNEL DATA SYSTEMS (PDS) PRODUCTS	52
E137	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	51
E178	MAINTAIN ADMINISTRATIVE FILES	51
C77	EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	51
A18	ESTABLISH WORK SCHEDULES	50
C90	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	50
E134	ANALYZE COMPUTER MANAGEMENT PRODUCTS, SUCH AS DATA OR STRENGTH RECONCILIATION, SYSTEM PURGES, OR FLOW OF PERSONNEL TRANSACTIONS	49
A24	PLAN OR SCHEDULE WORK ASSIGNMENTS	49
A12	ESTABLISH ADMINISTRATIVE FILES	48
B56	SUPERVISE PERSONNEL JOURNEYMEN (3S051)	46
B51	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	45
E179	MAINTAIN COPIES OF LISTINGS, SUCH AS TRANSACTION REGISTERS, PURGES, OR STRENGTH REPORTS	45
B49	INITIATE PERSONNEL ACTION REQUESTS	44
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	44
D110	DEVELOP IN-HOUSE TRAINING PROGRAMS	43
A28	PREPARE AGENDA FOR GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS	41
A3	DETERMINE LOGISTICS REQUIREMENTS, SUCH AS PERSONNEL, EQUIPMENT, SPACE OR SUPPLIES	40
A30	SCHEDULE PERSONNEL FOR TDY ASSIGNMENTS, LEAVES, OR PASSES	39
E143	CONSTRUCT IMMEDIATE INQUIRIES	34
B55	SUPERVISE PERSONNEL APPRENTICES (AFSC 3S031)	31

* Average Number of Tasks Performed - 98

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN
DAFSCs 3S051 AND 3S071 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 3S051 (N=2,292)	DAFSC 3S071 (N=1,421)	DIFF
A23	PLAN OR PREPARE BRIEFINGS	44	62	-18
D106	DETERMINE OJT REQUIREMENTS	11	30	-19
B48	INITIATE ACTIONS REQUIRED DUE TO SUBSTANDARD PERFORMANCE OF PERSONNEL	14	33	-19
D110	DEVELOP IN-HOUSE TRAINING PROGRAMS	24	43	-19
C84	INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	5	24	-19
A7	DEVELOP OR ESTABLISH WORK METHODS OR PROCEDURES	52	71	-19
C60	ANALYZE WORKLOAD REQUIREMENTS	15	35	-20
C85	INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	14	34	-20
D124	MAINTAIN TRAINING RECORDS, CHARTS, GRAPHS, OR FILES	17	37	-20
C78	EVALUATE PERSONNEL FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR SPECIAL AWARDS	16	37	-21
D98	CONDUCT OJT	31	52	-21
B34	CONDUCT GENERAL STAFF MEETINGS OR BRIEFINGS	13	35	-22
A19	PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, AND WORKSHOPS	62	84	-22
A3	DETERMINE LOGISTICS REQUIREMENTS, SUCH AS PERSONNEL, EQUIPMENT, SPACE OR SUPPLIES	18	40	-22
A5	DETERMINE OR ESTABLISH WORK PRIORITIES	52	76	-24
B51	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	20	45	-25
A18	ESTABLISH WORK SCHEDULES	24	50	-26
A24	PLAN OR SCHEDULE WORK ASSIGNMENTS	23	49	-26
B35	CONDUCTS SUPERVISORY ORIENTATIONS FOR NEWLY ASSIGNED PERSONNEL	16	44	-28
C77	EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	22	51	-29
A15	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	26	56	-30

40

TABLE 13

REPRESENTATIVE TASKS PERFORMED BY 3S090/3S000 PERSONNEL

TASKS		PERCENT MEMBERS PERFORMING (N=286)
A19	PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, AND WORKSHOPS	94
A5	DETERMINE OR ESTABLISH WORK PRIORITIES	85
A7	DEVELOP OR ESTABLISH WORK METHODS OR PROCEDURES	80
A23	PLAN OR PREPARE BRIEFINGS	77
B36	COUNSEL SUBORDINATES CONCERNING PERSONAL MATTERS	74
C88	WRITE EPRs	70
E169	INITIATE ELECTRONIC MAIL (E-MAIL)	70
B51	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES, FOR SUBORDINATES	69
C90	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	69
C63	CONDUCT PERFORMANCE FEEDBACK SESSIONS	66
B34	CONDUCT GENERAL STAFF MEETINGS OR BRIEFINGS	63
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	63
A28	PREPARE AGENDA FOR GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES OR WORKSHOPS	63
C77	EVALUATE PERSONNEL FOR COMPLIANCE WITH PERFORMANCE STANDARDS	63
A29	REVIEW DRAFTS OF REGULATIONS, MANUALS, OR OTHER DIRECTIVES	62
A15	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	62
C78	EVALUATE PERSONNEL FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR SPECIAL AWARDS	62
A17	ESTABLISH SUSPENSE SYSTEMS	62
A18	ESTABLISH WORK SCHEDULES	61
A24	PLAN OR SCHEDULE WORK ASSIGNMENTS	61
A3	DETERMINE LOGISTICS REQUIREMENTS, SUCH AS PERSONNEL, EQUIPMENT, SPACE OR SUPPLIES	60
B35	CONDUCT SUPERVISORY ORIENTATIONS OF NEWLY ASSIGNED PERSONNEL	60
C60	ANALYZE WORKLOAD REQUIREMENTS	55
C85	INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	54
E134	ANALYZE COMPUTER MANAGEMENT PRODUCTS, SUCH AS DATA OR STRENGTH RECONCILIATION, SYSTEM PURGES, OR FLOW OR PERSONNEL TRANSACTIONS	53
D110	DEVELOP IN-HOUSE TRAINING PROGRAMS	51
B57	SUPERVISE PERSONNEL CRAFTSMEN (AFSC 3S071)	46
C84	INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	46

* Average Number of Tasks Performed - 78

TABLE 14

TASKS WHICH BEST DIFFERENTIATE BETWEEN DAFSCs 3S071 AND 3S090/3S000 PERSONNEL
(PERCENT MEMBERS PERFORMING)

TASKS		DAFSC 3S071 (N=1,421)	DAFSC 3S090/ 3S000 (N=286)	DIFF
E137	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	51	13	38
E138	CLEAR PURGE OR REJECT ROSTERS	36	11	25
L1074	PERFORM WEIGHT CHECKS OF PERSONNEL	26	3	23
L1073	PERFORM IN- OR OUTPROCESSING OF UNIT PERSONNEL	26	4	22
L1027	DISTRIBUTE WAPS TESTING NOTIFICATION RIPs	23	2	21
L1057	MAINTAIN WEIGHT MANAGEMENT AND FITNESS RECORDS	22	2	20
L1077	PROCESS LEAVE REQUESTS	24	5	19
L1114	UPDATE UIF ACTIONS	20	1	19
L1052	MAINTAIN UIFs	20	1	19
E179	MAINTAIN COPIES OF LISTINGS, SUCH AS TRANSACTION REGISTERS, PURGES, OR STRENGTH REPORTS	45	26	19
L1054	MAINTAIN UNIT LEAVE CONTROL LOGS	21	2	19
A12	ESTABLISH ADMINISTRATIVE FILES	48	29	19
L1083	PROCESS UIF ACTIONS	20	2	18
L1081	PROCESS REQUESTS FOR BASIC ALLOWANCE FOR SUBSISTENCE (BAS)	19	1	18
L1086	PROCESS UNIT PROMOTION INCREMENT ROSTERS	20	2	18
L1120	VERIFY COMPLETION OF WMP UPDATINGS OR CODINGS	19	1	18
L1087	PROCESS UNIT PROMOTION TESTING ROSTERS	19	2	17
E172	INITIATE OR PROCESS AF FORMS 973 (REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS)	24	7	17

42

ANALYSIS OF AFMAN 36-2108 *SPECIALTY DESCRIPTION*

Survey data were compared to the AFMAN 36-2108 *Specialty Description* for Personnel, dated 31 October 1994. The overall specialty description for the 3-, 5-, 7-, and 9-skill levels and the CEM accurately describes the technical and supervisory nature of jobs at the various skill levels. The description also reflects the primary tasks and responsibilities discussed in the **SPECIALTY JOBS** section of this report. The specialty description should be carefully reviewed against the job structure described in the **SPECIALTY JOBS** section of this OSR to ensure all technical and support functions are adequately covered in sufficient detail.

TRAINING ANALYSIS

Occupational survey data are one of many sources of information which can be used to assist in the development of a training program relevant to the needs of personnel in their first enlistment. Factors which may be used in evaluating training include the overall description of the job being performed by first-enlistment personnel and their overall distribution across career ladder jobs, percentages of first-job (1-24 months TAFMS) or first-enlistment (1-48 months TAFMS) members performing specific tasks, as well as TE and TD ratings (previously explained in the **SURVEY METHODOLOGY** section).

First-Enlistment Personnel

In this study, there are 1,077 members in their first enlistment (1-48 months TAFMS), representing 23 percent of the total survey sample. Figure 2 reflects the distribution of first-enlistment personnel within the career field. Most of their duty time is spent on technical activities involving general personnel tasks. Table 15 displays the relative percent of time spent on duties by first-enlistment personnel. Reviewing the table, it is clearly evident that most first-enlistment personnel are primarily performing tasks under Duty L (Performing Unit Personnel Office (UPO) Activities), Duty J (Performing Customer Support Activities), Duty I (Performing Career Enhancement Activities), Duty G (Performing Personnel Relocation Activities), and Duty E (Performing General Personnel Activities). First-enlistment personnel are evenly spread across the main areas of the career ladder.

Table 16 lists representative tasks performed by first-enlistment personnel. Most involve general tasks, such as establishing suspense systems and establishing and maintaining administrative files.

FIRST-ENLISTMENT PERSONNEL JOBS
(N = 1,027)
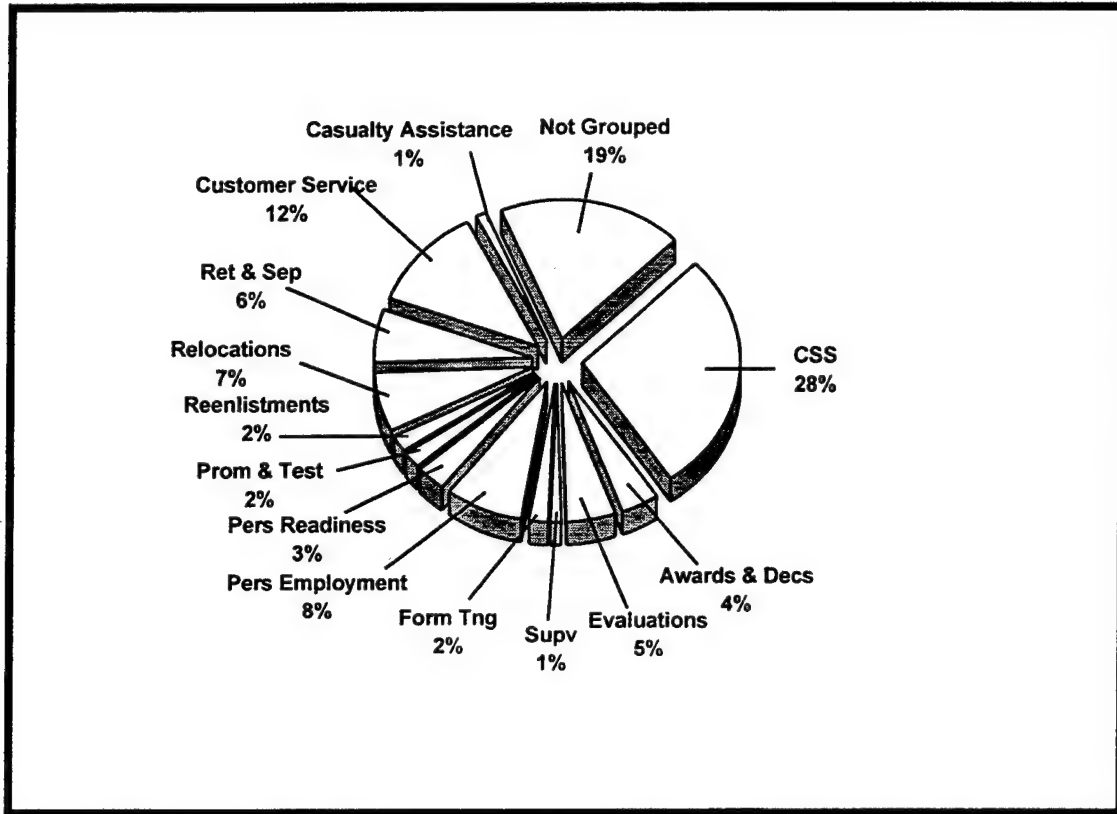
FIGURE 2

Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary factors that can assist technical school personnel in deciding which tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior career ladder NCOs working at operational units in the field, are collected to provide training personnel with a rank-ordering of those tasks in the JI considered important for first-enlistment personnel training, along with a measure of the difficulty of the JI tasks (see selected tasks rated the highest in task difficulty presented in Table 17). When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can then be made to determine if training adjustments are necessary. For example, tasks receiving high ratings on both task factors, accompanied by moderate to high percentages performing, may warrant resident training. Those tasks receiving high task factor ratings, but low percentages performing, may be more appropriately planned for OJT programs within the career ladder. Low task factor

ratings may highlight tasks best omitted from training for first-enlistment personnel, but this decision must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

TE ratings for 3S0X1 first-enlistment airmen were very low due to supervisory personnel rating their current job as the most important to train. Due to the diversity of the career ladder, this practice diluted the overall TE data and made it unacceptable for quantitative analysis.

Table 17 shows TD raters constructing DESIRES messages, drafting and writing board action results and coordinating systems development with computer programmers to be among the most difficult tasks to learn. However, due to the low numbers of individuals performing these types of tasks in the first job or first enlistment, these tasks would be inappropriate for including in a technical resident curriculum.

TABLE 15

RELATIVE PERCENT TIME SPENT ON DUTIES BY FIRST-ENLISTMENT PERSONNEL
(N=1,077)

DUTIES	PERCENT TIME SPENT
A ORGANIZING AND PLANNING	8
B DIRECTING AND IMPLEMENTING	1
C INSPECTING AND EVALUATING	1
D TRAINING	1
E PERFORMING GENERAL PERSONNEL ACTIVITIES	15
F PERFORMING HIGHER HEADQUARTERS ACTIVITIES	1
G PERFORMING PERSONNEL RELOCATION ACTIVITIES	15
H PERFORMING PERSONNEL EMPLOYMENT ACTIVITIES	8
I PERFORMING CAREER ENHANCEMENT ACTIVITIES	15
J PERFORMING CUSTOMER SUPPORT ACTIVITIES	16
K PERFORMING PERSONNEL READINESS ACTIVITIES	3
L PERFORMING UNIT PERSONNEL OFFICE (UPO) ACTIVITIES	16
M PERFORMING RESERVE PERSONNEL ACTIVITIES	0
N PERFORMING AIR FORCE RESERVE OFFICER TRAINING CORPS (AFROTC) DETACHMENT PERSONNEL ACTIVITIES	0

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY AFSC 3S0X1
FIRST-ENLISTMENT PERSONNEL
(N=1,077)

TASKS		PERCENT MEMBERS PERFORMING
E137	CLEAR OVERDUE DATA ON TRANSACTION REGISTERS	48
A19	PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, AND WORKSHOPS	47
E178	MAINTAIN ADMINISTRATIVE FILES	40
A17	ESTABLISH SUSPENSE SYSTEMS	36
E169	INITIATE ELECTRONIC MAIL (E-MAIL)	36
A23	PLAN OR PREPARE BRIEFINGS	35
A12	ESTABLISH ADMINISTRATIVE FILES	35
E179	MAINTAIN COPIES OF LISTINGS, SUCH AS TRANSACTION REGISTERS, PURGES OR STRENGTH REPORTS	32
A7	DEVELOP OR ESTABLISH WORK METHODS OR PROCEDURES	30
E138	CLEAR PURGE OR REJECT ROSTERS	29
A2	ASSIGN SPONSORS FOR INCOMING PERSONNEL	28
A5	DETERMINE OR ESTABLISH WORK PRIORITIES	27
L1077	PROCESS LEAVE REQUESTS	26
L1073	PERFORM IN- OR OUTPROCESSING OF UNIT PERSONNEL	26
E143	CONSTRUCT IMMEDIATE INQUIRIES	26
L1074	PERFORM WEIGHT CHECKS OF PERSONNEL	24
L1065	MONITOR UNIT LEAVE PROGRAMS	23
L1054	MAINTAIN UNIT LEAVE CONTROL LOGS	23
J931	VERIFY SSNs OR NAMES	23
E134	ANALYZE COMPUTER MANAGEMENT PRODUCTS, SUCH AS DATA OR STRENGTH RECONCILIATION, SYSTEM PURGES, OR FLOW OF PERSONNEL TRANSACTIONS	23
E172	INITIATE OR PROCESS AF FORMS 973 (REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS)	22
J825	FILE DOCUMENTS IN UPRGs	22
J922	UPDATE DD FORMS 93 (RECORD OF EMERGENCY DATA)	19
G280	CONDUCT OUT-PROCESSING BRIEFINGS	19
A30	SCHEDULE PERSONNEL FOR TDY ASSIGNMENTS, LEAVES, OR PASSES	18
I727	REVIEW COMPLETED OPRs, EPRs, OR LOEs	15

Average Number of Tasks Performed - 59

TABLE 17

TASKS RATED HIGHEST IN TASK DIFFICULTY

| TASKS | TASK DIFF | PERCENT MEMBERS PERFORMING | | | |
		1ST JOB (N=576)	1ST ENL (N=1,077)	5-SKL LEVEL (N=2,292)	7-SKL LEVEL (N=1,421)
D108 DEVELOP CAREER DEVELOPMENT COURSES (CDCs)	8.50	1	1	1	1
E142 CONSTRUCT DIRECT ENGLISH STATEMENT INFORMATION RETRIEVAL SYSTEM (DESIRES) MESSAGES	8.48	5	6	10	13
D109 DEVELOP FORMAL COURSE CURRICULA, PLANS OF INSTRUCTION (POIs), OR SPECIALTY TRAINING STANDARDS (STSs)	8.02	0	1	2	2
N1260 PERFORM AFROTC RECRUITING ACTIVITIES	7.73	1	1	2	5
F231 DRAFT OR WRITE MAJCOM- OR AFMPC-LEVEL BOARD ACTION RESULTS	7.55	0	0	1	3
F224 COORDINATE SYSTEMS DEVELOPMENT WITH COMPUTER PROGRAMMERS	7.52	0	1	1	4
F223 CONSTRUCT ATLAS MESSAGES	7.44	0	0	2	6
F25 COORDINATE SYSTEMS DEVELOPMENT WITH PERSONNEL FUNCTIONAL MANAGERS	7.43	1	1	1	4
A13 ESTABLISH NEW MILITARY PERSONNEL TESTING PROGRAMS	7.40	1	3	4	5
K945 DEVELOP CONTINGENCY OPERATION/MOBILITY PLANNING AND EXECUTION SYSTEM (COMPES) PROCEDURES	7.39	1	2	3	3
A11 DRAFT BUDGET REQUIREMENTS	7.30	2	3	5	13
K947 DEVELOP PERSONNEL ANNEX INPUTS FOR PLANS, SUCH AS MOBILITY OR EXERCISES	7.26	1	1	2	4
C87 WRITE CIVILIAN EMPLOYEE PERFORMANCE APPRAISALS	7.24	0	1	2	9
E174 INPUT DESIRES MESSAGES FOR STANDARD DEFERRED RETRIEVAL PRODUCTS	7.23	3	4	8	10
J769 ASSIST NEXT OF KIN OF SERIOUSLY ILL OR INJURED ACTIVE DUTY MEMBERS	7.23	1	2	3	4

* Average TD Rating is 5.00

Specialty Training Standard (STS)

A comprehensive review of STS 3S0X1, dated 1 Oct 95, compared STS items to survey data (based on the previously mentioned assistance from SMEs in matching JI tasks to STS elements). STS paragraphs containing general knowledge information, mandatory entries, subject-matter-knowledge-only requirements, or basic supervisory responsibilities were not examined. Task knowledge and performance elements of the STS were compared against the standard set forth in AETCI 36-2601 and AFI 36-2623 (i.e., include tasks performed or knowledge required by 20 percent or more of the personnel in skill levels (or TAFMS groups) of the AFS).

Due to the diversity of the career ladder, very few STS items were supported using the criteria of more than 20 percent first-job, first-enlistment, 5-, or 7-skill level members performing matched tasks. Because of this, an alternative approach of percent members of the various clusters and jobs performing matched tasks was used to evaluate the document. Using this approach, any element that has tasks performed by more than 20 percent members of any one cluster or job is considered to be supported. This review of the document showed nearly all elements of the STS are supported by job data. Computer products reflecting both approaches are included in the Training Extract for technical school and MAJCOM review.

Overall, the STS provides very comprehensive coverage of the work performed by personnel in this career ladder, with survey data supporting all of the essential paragraphs or subparagraphs when applied to the job groups.

JOB SATISFACTION ANALYSIS

An examination of the job satisfaction indicators of various groups can give career ladder managers a better understanding of some of the factors which may affect the job performance of airmen in the career ladder. Attitude questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions were included in the survey booklet to provide indications of job satisfaction.

Table 18 presents job satisfaction data for AFSC 3S0X1 TAFMS groups, together with TAFMS data for a comparative sample of Command Support career ladders surveyed in 1995. Only one career ladder, Contracting, was surveyed last year for comparative purposes. Across all three TAFMS groups, the 3S0X1 personnel rated their job less interesting than the comparative sample. The perception of how their talents are utilized is similar to the comparative sample in the first enlistment and over 8-year groups, while somewhat lower in the second-enlistment group. Respondents through the 8-year group report a higher sense of accomplishment and perception of training utilization than the comparative sample. Their reenlistment intentions are virtually the same.

An indication of how job satisfaction perceptions have changed over time is provided in Table 19, where again TAFMS data for 1996 survey respondents are presented, along with data from the last OSR. Reviewing this table, current survey satisfaction ratings are similar to the 732X0, but higher than 732X1.

In Table 20, a review of the job satisfaction data for personnel in the specialty jobs identified in this survey reveals that airmen in most jobs responded very positively to all the indicators listed. The exception was the AFROTC job incumbents, who indicated lower utilization of their training than members of other jobs.

TABLE 18

COMPARISON OF JOB SATISFACTION INDICATORS BY TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MOS TAFMS		49-96 MOS TAFMS		97+ MOS TAFMS	
	1996 3S0X1 (N=1,077)	COMP SAMPLE* (N=151)	1996 3S0X1 (N=912)	COMP SAMPLE* (N=137)	1996 3S0X1 (N=2,681)	COMP SAMPLE* (N=592)
EXPRESSED JOB INTEREST:						
INTERESTING	66	76	66	77	75	85
SO-SO	23	11	23	14	17	10
DULL	11	13	11	9	8	5
PERCEIVED UTILIZATION OF TALENTS:						
FAIRLY WELL TO PERFECTLY	78	77	81	86	86	88
LITTLE OR NOT AT ALL	22	23	19	14	14	12
PERCEIVED UTILIZATION OF TRAINING:						
FAIRLY WELL TO PERFECTLY	85	74	89	86	81	82
LITTLE OR NOT AT ALL	15	26	11	14	19	18
SENSE OF ACCOMPLISHMENT GAINED FROM WORK:						
SATISFIED	70	61	70	69	75	67
NEUTRAL	15	38	13	31	10	10
DISSATISFIED	15	1	17	0	15	23
REENLISTMENT INTENTIONS:						
YES, OR PROBABLY YES	65	67	72	69	74	78
NO, OR PROBABLY NO	35	33	28	31	5	7
PLAN TO RETIRE	0	0	0	0	21	15

* Comparative sample of command support career ladder surveyed in 1996 includes only AFSC 6C0X1, Contracting

TABLE 19

COMPARISON OF CURRENT SURVEY AND PREVIOUS SURVEY TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

JOB SATISFACTION INFORMATION	1-48 MOS TAFMS			49-96 MOS TAFMS			97+ MOS TAFMS		
	1996 3S0X1 (N=1,077)	1988 732X0 (N=1,794)	1988 732X1 (N=23)	1996 3S0X1 (N=912)	1988 732X0 (1,027)	1988 732X1 (N=47)	1996 3S0X1 (N=2,681)	1988 732X0 (N=1,914)	1988 732X1 (N=35)
EXPRESSED JOB INTEREST:									
INTERESTING	66	70	52	66	72	74	75	76	71
SO-SO	23	19	35	23	16	13	17	14	20
DULL	11	10	9	11	10	11	8	9	6
PERCEIVED UTILIZATION OF TALENTS:									
FAIRLY WELL TO PERFECTLY	78	79	65	81	79	77	86	82	77
LITTLE OR NOT AT ALL	22	20	31	19	19	21	14	17	20
PERCEIVED UTILIZATION OF TRAINING:									
FAIRLY WELL TO PERFECTLY	85	83	65	89	82	81	81	79	80
LITTLE OR NOT AT ALL	15	15	26	11	17	17	19	20	17
SENSE OF ACCOMPLISHMENT FROM WORK:									
SATISFIED	70	71	61	70	70	72	75	72	57
NEUTRAL	15	11	13	13	11	2	10	9	17
DISSATISFIED	15	16	22	17	17	24	15	18	23
REENLISTMENT INTENTIONS:									
YES, OR PROBABLY YES	65	64	48	72	75	75	74	70	80
NO, OR PROBABLY NO	35	34	43	28	23	23	5	8	6
WILL RETIRE	0	0	0	0	0	0	21	21	11

* Previous surveys may not total 100 percent due to rounding

52

TABLE 20

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	CSS CLUSTER (ST120) (N=1,362)	AWARDS AND DECORATIONS CLUSTER (ST433) (N=104)	EVALUATIONS CLUSTER (ST521) (N=134)	NCOIC UNIT ORDERLY ROOM JOB (ST840) (N=18)	SUPERVISOR CLUSTER (ST135) (N=509)
EXPRESSED JOB INTEREST:					
INTERESTING	67	66	63	61	82
SO-SO	22	21	21	39	12
DULL	11	13	16	0	6
PERCEIVED UTILIZATION OF TALENTS:					
FAIRLY WELL TO PERFECTLY	84	74	76	94	89
LITTLE OR NOT AT ALL	16	26	24	6	11
PERCEIVED UTILIZATION OF TRAINING:					
FAIRLY WELL TO PERFECTLY	84	76	87	94	85
LITTLE OR NOT AT ALL	16	24	13	6	15
SENSE OF ACCOMPLISHMENT GAINED FROM WORK:					
SATISFIED	71	68	67	50	78
NEUTRAL	12	9	13	46	9
DISSATISFIED	17	23	20	4	13
REENLISTMENT INTENTIONS:					
YES, OR PROBABLY YES	71	70	76	39	62
NO, OR PROBABLY NO	18	24	20	11	6
WILL RETIRE	11	6	4	50	32

53

TABLE 20 (CONTINUED)

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	FORMAL TRAINING CLUSTER (ST262) (N=79)	ASSIGNMENTS CLUSTER (ST325) (N=100)	PERSONNEL EMPLOYMENT CLUSTER (ST390) (N=197)	BASE IMA ADMIN JOB (ST976) (N=30)	PERSONNEL READINESS CLUSTER (ST327) (N=171)
EXPRESSED JOB INTEREST:					
INTERESTING	77	92	71	90	76
SO-SO	17	6	21	3	14
DULL	6	2	8	7	10
PERCEIVED UTILIZATION OF TALENTS:					
FAIRLY WELL TO PERFECTLY	86	95	84	93	83
LITTLE OR NOT AT ALL	14	5	16	7	17
PERCEIVED UTILIZATION OF TRAINING:					
FAIRLY WELL TO PERFECTLY	85	84	90	97	75
LITTLE OR NOT AT ALL	15	16	10	3	25
SENSE OF ACCOMPLISHMENT GAINED FROM WORK:					
SATISFIED	80	87	71	83	70
NEUTRAL	8	8	17	7	11
DISSATISFIED	12	5	12	10	19
REENLISTMENT INTENTIONS:					
YES, OR PROBABLY YES	71	84	74	67	74
NO, OR PROBABLY NO	16	7	18	0	19
WILL RETIRE	13	9	8	33	7

54

TABLE 20 (CONTINUED)

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	AFROTC CLUSTER (ST251) (N=124)	PROMOTIONS AND TESTING CLUSTER (ST331) (N=126)	REENLIST-MENTS JOB (ST965) (N=66)	RELOCATIONS JOB (ST808) (N=216)	RETIREMENTS AND SEPARATIONS CLUSTER (ST403) (N=229)
EXPRESSED JOB INTEREST:					
INTERESTING	82	71	70	71	76
SO-SO	15	21	22	24	16
DULL	3	8	8	5	8
PERCEIVED UTILIZATION OF TALENTS:					
FAIRLY WELL TO PERFECTLY	81	87	82	82	83
LITTLE OR NOT AT ALL	19	13	18	18	17
PERCEIVED UTILIZATION OF TRAINING:					
FAIRLY WELL TO PERFECTLY	57	86	87	86	92
LITTLE OR NOT AT ALL	43	14	13	14	8
SENSE OF ACCOMPLISHMENT GAINED FROM WORK:					
SATISFIED	78	70	72	75	75
NEUTRAL	9	11	20	11	10
DISSATISFIED	13	19	8	14	15
REENLISTMENT INTENTIONS:					
YES, OR PROBABLY YES	80	74	74	76	74
NO, OR PROBABLY NO	10	14	18	20	17
WILL RETIRE	10	12	8	4	9

55

TABLE 20 (CONTINUED)

COMPARISONS OF JOB SATISFACTION INDICATORS BY SPECIALTY JOBS
(PERCENT MEMBERS RESPONDING)

	CUSTOMER SERVICE CLUSTER (ST606) (N=300)	CASUALTY ASSISTANCE JOB (ST1366) (N=37)	INSTRUCTOR JOB (GP070) (N=10)
EXPRESSED JOB INTEREST:			
INTERESTING	67	79	70
SO-SO	22	16	30
DULL	11	5	0
PERCEIVED UTILIZATION OF TALENTS:			
FAIRLY WELL TO PERFECTLY	85	84	90
LITTLE OR NOT AT ALL	15	16	10
PERCEIVED UTILIZATION OF TRAINING:			
FAIRLY WELL TO PERFECTLY	87	73	90
LITTLE OR NOT AT ALL	13	27	10
SENSE OF ACCOMPLISHMENT GAINED FROM WORK:			
SATISFIED	72	81	80
NEUTRAL	12	8	0
DISSATISFIED	16	11	20
REENLISTMENT INTENTIONS:			
YES, OR PROBABLY YES	70	73	80
NO, OR PROBABLY NO	20	16	10
WILL RETIRE	10	11	10

56

SPECIAL ANALYSIS

The Air Force Career Field Manager requested the career ladder be surveyed to assess the extent of the use of the PC-III system and the satisfaction of the respondents with the system.

As expected, the higher the member advances in skill level, the less they use PC-III (Table 21). It is also interesting to note the satisfaction with the system declines with the higher skill-levels.

The highest level of satisfaction with the PC-III system was registered by the CSS, Relocations, and Retirements and Separations Jobs (Table 22), 71-72 percent. The Evaluations, Personnel Employment, and Promotions and Testing Jobs responded as the most dissatisfied with the system.

TABLE 21

RESPONSES TO SPECIAL BACKGROUND QUESTIONS FOR PC-III USE BY DAFSC
(PERCENT MEMBERS RESPONDING)

	DAFSC 3S031 (N=671)	DAFSC 3S051 (N=2,292)	DAFSC 3S071 (N=1,421)	DAFSC 3S090/3S000 (N=286)
USE PC-III IN PRESENT JOB:				
YES	93	87	69	49
NO	7	13	31	51
SATISFIED WITH PC-III EFFECTIVENESS IN PRESENT JOB:				
DO NOT USE PC-III	6	13	30	48
SLIGHTLY-EXTREMELY DISSATISFIED	14	20	19	8
NEITHER SATISFIED OR DISSATISFIED	17	7	6	5
SLIGHTLY-EXTREMELY SATISFIED	63	60	45	29
APPROXIMATE TIME SPENT PER WEEK ON PC-III:				
NONE	0	0	0	1
LESS THAN 5 HOURS	10	6	7	10
AT LEAST 5, BUT LESS THAN 10 HOURS	14	13	11	8
AT LEAST 10, BUT LESS THAN 15 HOURS	11	11	11	16
AT LEAST 15, BUT LESS THAN 20 HOURS	12	12	14	14
AT LEAST 20, BUT LESS THAN 25 HOURS	14	16	15	18
AT LEAST 25, BUT LESS THAN 30 HOURS	15	16	15	9
30 HOURS OR MORE	24	26	27	24

58

TABLE 22

RESPONSES TO SPECIAL BACKGROUND QUESTIONS FOR PC-III USE BY JOB
(PERCENT MEMBERS RESPONDING)

	CSS CLUSTER (ST120) (N=1,362)	AWARDS AND DECORATIONS CLUSTER (ST433) (N=104)	EVALUATIONS CLUSTER (ST521) (N=134)	NCOIC UNIT ORDERLY ROOM JOB (ST840) (N=18)	SUPERVISOR CLUSTER (ST135) (N=509)
USE PC-III IN PRESENT JOB:					
YES	96	85	94	89	57
NO	4	15	6	11	43
SATISFIED WITH PC-III EFFECTIVENESS IN PRESENT JOB:					
DO NOT USE PC-III	3	15	7	6	40
SLIGHTLY-EXTREMELY DISSATISFIED	20	20	31	17	19
NEITHER SATISFIED OR DISSATISFIED	5	20	11	11	6
SLIGHTLY-EXTREMELY SATISFIED	72	45	51	66	35
APPROXIMATE TIME SPENT PER WEEK ON PC-III:					
NONE	0	0	0	0	0
LESS THAN 5 HOURS	4	8	5	3	8
AT LEAST 5, BUT LESS THAN 10 HOURS	13	11	18	29	11
AT LEAST 10, BUT LESS THAN 15 HOURS	12	7	13	12	12
AT LEAST 15, BUT LESS THAN 20 HOURS	14	13	12	17	12
AT LEAST 20, BUT LESS THAN 25 HOURS	18	22	19	17	17
AT LEAST 25, BUT LESS THAN 30 HOURS	19	17	14	11	12
30 HOURS OR MORE	20	22	19	11	28

TABLE 22 (CONTINUED)

RESPONSES TO SPECIAL BACKGROUND QUESTIONS FOR PC-III USE BY JOB
(PERCENT MEMBERS RESPONDING)

	FORMAL TRAINING CLUSTER (ST262) (N=79)	ASSIGNMENTS CLUSTER (ST325) (N=100)	PERSONNEL EMPLOYMENT CLUSTER (ST390) (N=197)	BASE IMA ADMIN JOB (ST976) (N=30)	PERSONNEL READINESS CLUSTER (ST327) (N=171)
USE PC-III IN PRESENT JOB:					
YES	81	8	96	60	71
NO	19	92	4	40	29
SATISFIED WITH PC-III EFFECTIVENESS IN PRESENT JOB:					
DO NOT USE PC-III	18	90	2	38	28
SLIGHTLY-EXTREMELY DISSATISFIED	17	5	32	23	18
NEITHER SATISFIED OR DISSATISFIED	5	3	12	11	17
SLIGHTLY-EXTREMELY SATISFIED	60	2	54	28	37
APPROXIMATE TIME SPENT PER WEEK ON PC-III:					
NONE	0	0	0	0	0
LESS THAN 5 HOURS	10	1	4	21	3
AT LEAST 5, BUT LESS THAN 10 HOURS	6	1	7	10	5
AT LEAST 10, BUT LESS THAN 15 HOURS	10	3	9	13	7
AT LEAST 15, BUT LESS THAN 20 HOURS	25	3	14	17	15
AT LEAST 20, BUT LESS THAN 25 HOURS	10	5	22	13	17
AT LEAST 25, BUT LESS THAN 30 HOURS	9	10	18	13	17
30 HOURS OR MORE	30	77	26	13	36

TABLE 22 (CONTINUED)

RESPONSES TO SPECIAL BACKGROUND QUESTIONS FOR PC-III USE BY JOB
(PERCENT MEMBERS RESPONDING)

	AFROTC CLUSTER (ST251) (N=124)	PROMOTIONS AND TESTING CLUSTER (ST331) (N=126)	REENLIST-MENTS JOB (ST965) (N=66)	RELOCATIONS JOB (ST808) (N=216)	RETIREMENTS AND SEPARATIONS CLUSTER (ST403) (N=229)
USE PC-III IN PRESENT JOB:					
YES	37	97	91	95	97
NO	63	3	9	5	3
SATISFIED WITH PC-III EFFECTIVENESS IN PRESENT JOB:					
DO NOT USE PC-III	61	3	6	3	3
SLIGHTLY-EXTREMELY DISSATISFIED	7	32	29	17	16
NEITHER SATISFIED OR DISSATISFIED	3	7	5	8	10
SLIGHTLY-EXTREMELY SATISFIED	29	58	60	72	71
APPROXIMATE TIME SPENT PER WEEK ON PC-III:					
NONE	0	0	0	0	0
LESS THAN 5 HOURS	6	7	7	6	5
AT LEAST 5, BUT LESS THAN 10 HOURS	15	16	24	20	16
AT LEAST 10, BUT LESS THAN 15 HOURS	15	12	15	18	13
AT LEAST 15, BUT LESS THAN 20 HOURS	14	23	14	14	13
AT LEAST 20, BUT LESS THAN 25 HOURS	15	16	14	15	16
AT LEAST 25, BUT LESS THAN 30 HOURS	21	13	18	11	17
30 HOURS OR MORE	14	13	8	16	20

61

TABLE 22 (CONTINUED)

RESPONSES TO SPECIAL BACKGROUND QUESTIONS FOR PC-III USE BY JOB
(PERCENT MEMBERS RESPONDING)

	CUSTOMER SERVICE CLUSTER (ST606) (N=300)	CASUALTY ASSISTANCE JOB (ST1366) (N=37)	INSTRUCTOR JOB (GP070) (N=10)
USE PC-III IN PRESENT JOB:			
YES	95	81	70
NO	5	19	30
SATISFIED WITH PC-III EFFECTIVENESS IN PRESENT JOB:			
DO NOT USE PC-III	4	24	40
SLIGHTLY-EXTREMELY DISSATISFIED	22	14	10
NEITHER SATISFIED OR DISSATISFIED	17	16	20
SLIGHTLY-EXTREMELY SATISFIED	57	46	30
APPROXIMATE TIME SPENT PER WEEK ON PC-III:			
NONE	0	0	0
LESS THAN 5 HOURS	9	25	0
AT LEAST 5, BUT LESS THAN 10 HOURS	13	19	10
AT LEAST 10, BUT LESS THAN 15 HOURS	11	19	20
AT LEAST 15, BUT LESS THAN 20 HOURS	8	8	10
AT LEAST 20, BUT LESS THAN 25 HOURS	9	16	10
AT LEAST 25, BUT LESS THAN 30 HOURS	14	5	10
30 HOURS OR MORE	36	8	40

62

IMPLICATIONS

This survey was initiated to provide current job and task data for use in evaluating the AFMAN 36-2108 *Specialty Description* and appropriate training documents.

Survey results clearly indicate that the present classification structure, as described in the latest specialty description, accurately portrays the jobs performed in this career ladder. Career ladder training documents appear, on the whole, to be well supported by survey data. As was pointed out in the **JOB SATISFACTION ANALYSIS** section, job satisfaction responses by AFSC 3S0X1 personnel reported the utilization of training is adequate, thus indicating support for the overall training system. Additionally, the career ladder progression is good, with the move from technical work at the 3- and 5-skill levels to supervisory and management at the 7- and 9-skill levels.

THIS PAGE INTENTIONALLY LEFT BLANK

APPENDIX A

SELECTED REPRESENTATIVE TASKS PERFORMED BY SPECIALTY JOB GROUPS

TABLE AI

COMMANDER'S SUPPORT STAFF JOB (ST120)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
L1077	Process leave requests	89
L1073	Perform in or out processing of unit personnel	89
L1074	Perform weight checks of personnel	87
L1065	Monitor unit leave programs	81
L1054	Maintain unit leave control logs	81
L1057	Maintain weight management and fitness records	75
A17	Establish suspense systems	75
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	74
L1081	Process requests for basic allowance for subsistence (BAS)	74
L1027	Distribute WAPS testing notification RIPs	73
L1075	Post daily record of transactions (DROTs)	70
A2	Assign sponsors for incoming personnel	70
L1117	Verify BAS rosters	68
E137	Clear overdue data on transaction registers	68
A1	Assign personnel to duty positions	67
L1052	Maintain UIFs	66
A5	Determine or establish work priorities	65
L1106	Schedule unit personnel for dental examinations	65
L1108	Schedule unit personnel for weight management medical evaluations	65
L1083	Process UIF actions	65
A7	Develop or establish work methods or procedures	64
L1056	Maintain unit manning documents	62
L1071	Notify personnel of urinalysis testings	62
L1120	Verify completion of WMP updatings or codings	62
L1026	Distribute leave and earnings statements	61
L1087	Process unit promotion testing rosters	60
L1085	Process unit paperwork for reenlistments	60
L1072	Notify personnel receiving awards at commander's call	60
L1093	Request DECOR-6 products, other than for non-PC III units	59
E178	Maintain administrative files	59
L1111	Update airman assignment preference statements, other than for SDAs	59
L1121	Verify good conduct medal eligibility of unit personnel	58
L1055	Maintain unit locator cards	57
L1063	Monitor suspenses for unit OPRs, EPRs, or civilian employee performance appraisals	57
E179	Maintain copies of listings, such as transaction registers, urges, or strength reports	57
L1086	Process unit promotion increment rosters	57
L1096	Request statements of service	57

TABLE A2

AWARDS AND DECORATIONS JOB (ST433)

	REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
I680	Prepare or process certificates for awards and decorations	95
I681	Prepare or process special orders designating approved awards or decorations	89
I724	Return recommendations for decorations to unit awards monitors for corrections	88
I679	Prepare or process approval or disapproval letters for awards or decorations	82
I695	Process incoming decorations	80
I606	Distribute decorations elements to personnel separating or retiring	78
I654	Maintain awards or decorations suspense files	73
I747	Update awards or decorations data	73
I586	Correct awards elements	72
I587	Correct errors in awards or decorations records	72
I668	Notify unit awards monitors of approved awards or decorations	70
I733	Review recommendations for decoration printouts	70
I653	Maintain awards or decorations statistical data	70
I634	Follow up late suspenses on awards or decorations	70
I720	Request DECOR-6 products for non-PC III units	70
I611	Distribute special orders or citations for awards or decorations	69
I749	Update outstanding unit awards data in member records	61
I607	Distribute monthly decoration status rosters	60
I571	Assemble awards elements for distribution	55
I585	Coordinate tracking of decoration status requests with other bases	53
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	52
I676	Prepare letters requesting correction of awards elements	51
I602	Determine appropriateness of awards actions	49
I617	Distribute weekly decoration late notices	48
E169	Initiate electronic mail (E-mail)	47
I673	Perform records checks to determine correctness of awards or decorations	44
I732	Review quarterly checks of denials of good conduct medals	37

TABLE A3

EVALUATIONS JOB (ST521)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
I723	Return completed OPRs, EPRs, LOEs, or training reports for corrective actions	97
I727	Review completed OPRs, EPRs, or LOEs	96
I640	Initiate correspondence on OPRs, EPRs, LOEs or training reports, such as requests for reaccomplished reports	92
I605	Distribute completed OPRs, EPRs, or training reports	91
I655	Maintain incoming and outgoing OPR, EPR, or training report suspenses	91
I707	Process referral OPRs, EPRs, LOEs or training reports	91
I641	Initiate follow-up actions on status of late OPRs, EPRs, or LOEs	89
I734	Review rosters to determine due dates for OPRs, EPRs, LOEs, or training reports	89
I748	Update changes in OPR or EPR closeout dates for non-PC III units	89
I699	Process notices for OPRs, EPRs, LOEs or training reports	88
I595	Counsel personnel concerning procedures for responding to referral OPR or EPRs	84
I645	Initiate OPR or EPR report trends or unit statistics	79
I594	Counsel personnel concerning procedures for appealing OPRs, EPRs, or training reports	71
I717	Provide technical assistance concerning preparation of OPRs, EPRs, or training reports	69
I622	Evaluate or review applications for review or appeal of OPRs, EPRs, LOEs, or training reports	66
I643	Initiate notifications of results of OPR or EPR appeal boards	62
E137	Clear overdue data on transaction registers	61
A17	Establish suspense systems	58
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	54
I572	Assemble data identifying late or erroneous officer performance reports (OPRs) or EPRs	53
I575	Build or correct EPR segments	52
E169	Initiate electronic mail (E-mail)	49
I636	Follow up suspenses on training reports	48
I703	Process OPR or EPR indorsements to MAJCOM level	46
E215	Screen UPRGs prior to PCS outprocessing	43
L1112	Update changes in OPR or EPR closeout dates, other than for non-PC III units	31

TABLE A4

UNIT ORDERLY ROOM NCOIC JOB (ST840)

	REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
A5	Determine or establish work priorities	94
A7	Develop or establish work methods or procedures	94
A15	Establish performance standards for subordinates	94
A18	Establish work schedules	94
A17	Establish suspense systems	89
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	89
A24	Plan or schedule work assignments	83
A1	Assign personnel to duty positions	83
B36	Counsel subordinates concerning personal matters	78
A16	Establish procedures for accountability of equipment or supplies	78
A3	Determine logistics requirements, such as personnel, equipment, space, or supplies	72
A2	Assign sponsors for incoming personnel	67
A9	Develop plans for fund-raising activities	67
B35	Conduct supervisory orientations of newly assigned personnel	61
A12	Establish administrative files	61
A10	Develop self-inspection program checklists	61
A28	Prepare agenda for general meetings, such as staff meetings, briefings, conferences, and workshops	56
A14	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	56
A30	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	50
A8	Develop organizational or functional charts	50
A20	Plan facility or equipment maintenance requirements	44
A23	Plan or prepare briefings	44
C60	Analyze workload requirements	39
B49	Initiate personnel action requests	39
A4	Determine or establish publications requirements	39
B56	Supervise Personnel Journeymen (AFSC 3S051)	22

TABLE A5

SUPERVISOR JOB (ST135)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	96
A5	Determine or establish work priorities	85
A7	Develop or establish work methods or procedures	83
A23	Plan or prepare briefings	82
B36	Counsel subordinates concerning personal matters	79
C88	Write EPRs	74
C63	Conduct performance feedback sessions	74
E169	Initiate electronic mail (E-mail)	74
A15	Establish performance standards for subordinates	72
A17	Establish suspense systems	72
C77	Evaluate personnel for compliance with performance standards	71
C90	Write recommendations for awards and decorations	69
A24	Plan or schedule work assignments	68
B51	Interpret policies, directives, or procedures for subordinates	68
A28	Prepare agenda for general meetings, such as staff meetings, briefings, conferences, and workshops	65
A18	Establish work schedules	63
B35	Conduct supervisory orientations of newly assigned personnel	62
B34	Conduct general staff meetings or briefings	61
C78	Evaluate personnel for promotion, demotion, reclassification, or special awards	59
A29	Reviews drafts of regulations, manuals, or other directives	59
A3	Determine logistics requirements, such as personnel, equipment space, or supplies	58
D98	Conduct OJT	57
A1	Assign personnel to duty positions	57
C60	Analyze workload requirements	56
D110	Develop in-house training programs	56
A30	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	54
E134	Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	53
C85	Inspect personnel for compliance within military standards	52
A32	Write job or position descriptions	50
B56	Supervise Personnel Journeymen (AFSC 3S051)	49
A14	Establish organizational policies, such as operating instructions (OIs) or standard operating procedures (SOPs)	48
B49	Initiate personnel action requests	48

TABLE A6

FORMAL TRAINING JOB (ST262)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
E168	Initiate DD Forms 1610 (Request and Authorization for TDY Travel of DOD Personnel)	78
E170	Initiate or process active duty service commitments (ADSCs) for assignments, promotions, or training	73
E172	Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	73
G424	Process quotas for NCOA or ALS	72
E194	Perform TDY relocation actions, such as relocation preparation checklists	72
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	71
G355	Issue quotas for NCO Academy (NCOA) or Airman Leadership School (ALS)	70
A23	Plan or prepare briefings	70
G356	Issue quotas for officer PME	68
G435	Review selections for NCOA or ALS	67
G425	Process quotas for officer PME	66
G363	Monitor quotas for officer PME	66
A7	Develop or establish work methods or procedures	66
E137	Clear overdue data on transaction registers	65
A17	Establish suspense systems	65
G297	Counsel personnel selected for school attendance	63
G306	Distribute PME eligibility rosters	63
G264	Allocate formal training school quotas	63
A5	Determine or establish work priorities	63
E171	Initiate or process AF Forms 907 (Relocation Preparation Checklist)	62
E178	Maintain administrative files	62
G309	Draft or write PME selection notification letters	62
E179	Maintain copies of listings, such as transaction registers, purges, or strength reports	61
G436	Review selections for officer PME	59
E169	Initiate electronic mail (E-mail)	57
G402	Prepare or process PCS or TDY declination statements	53
E151	Dispose of personnel data system (PDS) products	52
A30	Schedule personnel for temporary duty (TDY) assignments, leaves, or passes	52
E143	Construct immediate inquiries	49
E134	Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	47
G267	Assign special order numbers	46
E164	Implement personnel transaction identifiers (PTIs)	42

TABLE A7

ASSIGNMENTS JOB (ST325)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
E169	Initiate electronic mail (E-mail)	95
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	93
E134	Analyze computer management products, such as data or strength reconciliation, system purges, or flow of personnel transactions	71
E151	Dispose of personnel data system (PDS) products	67
F226	Determine intercommand reassignment requirements	63
A23	Plan or prepare briefings	63
E135	Assign assignment availability codes (AACs)	63
A5	Determine or establish work priorities	62
G308	Draft or write assignment messages	56
E179	Maintain copies of listings, such as transaction registers, purges, or strength reports	56
A7	Develop or establish work methods or procedures	56
G441	Update DEROS change requests	56
G350	Initiate or process DEROS assignment or change actions	54
G290	Counsel personnel concerning assignment policies	53
A17	Establish suspense systems	51
E178	Maintain administrative files	49
F223	Construct Atlas messages	49
F239	Input Atlas messages for standard deferred retrieval products	49
F233	Evaluate assignment requests to return personnel to previously awarded AFSC	47
G299	Delete AACs	47
E137	Clear overdue data on transaction registers	45
G337	Evaluate or review applications for waiver of time-on-station	44
G313	Evaluate or review applications for change of date eligible for return from overseas (DEROS)	44
F228	Determine TDY, PCS, or personnel readiness manning assistance requirements	43
G394	Prepare or process applications for waiver of time-on-station	42
G421	Process DEROS adjustments	41
G284	Coordinate AACs with affected agencies	41
G322	Evaluate or review applications for extension or curtailment of overseas tours	40
A1	Assign personnel to duty positions	39
E138	Clear purge or reject rosters	38
E164	Implement personnel transaction identifiers (PTIs)	36
E144	Construct update messages, other than DESIRES or Atlas messages	35
G268	Assist personnel applying for voluntary reassignment	34
E143	Construct immediate inquiries	34

TABLE A8

PERSONNEL EMPLOYMENT JOB (ST390)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
H451	Adjust short-tour return dates (STRDs)	90
H449	Adjust overseas duty selection dates (ODSDs)	90
H472	Distribute gain cancellation notices	86
E137	Clear overdue data on transaction registers	84
H454	Award officer AFSCs	82
H519	Monitor personnel reporting dates, such as for overdue personnel	81
H518	Monitor mismatches between CAFSCs and DAFSCs	81
H501	Initiate or process AF Forms 2096 (Classification/On-The-Job Training Action)	78
H491	Evaluate or review permanent change of assignment (PCA) actions submitted via PC-III	78
H453	Audit incoming records for receipt of items reflected on AF Forms 330 (Records Transmittal/Request)	78
H550	Update overseas TDYs into TDY histories	77
H534	Process newly assigned Air force accessions	77
E138	Clear purge or reject rosters	77
H478	Establish incoming PCS processing folders	73
H471	Distribute allocation briefs to non-Personnel Concept III	73
H467	Counsel personnel concerning retraining options or eligibility	72
H477	Distribute unit personnel management rosters (UPMRs) to non-PC III units	72
H466	Counsel personnel concerning AFSC awards, conversions, or skill levels	72
H479	Establish officer upgrade suspense actions for award of fully-qualified AFSCs	72
H524	Notify units and losing MPF of overdue personnel	71
H506	Initiate or process initial duty assignments (IDAs)	70
H517	Monitor classification actions submitted via PC-III	70
H552	Update personnel duty histories relating to duty assignments, overseas duty, or TDYs	70
H489	Evaluate or review classification actions submitted via PC III	69
H549	Update IDAs (PC III) units	69
H546	Update applications for change of officer DAFSCs	69
H514	Monitor applications for change of officer duty AFSCs (DAFSCs)	69
H482	Evaluate or review actions affecting intrabase assignments or duty changes	68

TABLE A9

BASE IMA ADMINISTRATOR JOB (ST976)

	REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
M1141	Counsel personnel concerning reserve program requirements	100
M1140	Coordinate training attachment assignments with appropriate agencies	100
M1159	Monitor strength accountability for IMAs	100
M1137	Coordinate IMA assignments with appropriate agencies, such as AFSC and address changes	97
M1199	Provide inputs to staff personnel concerning IMA programs	97
M1201	Publish IMA program newsworthy items	97
M1130	Brief personnel concerning IMA programs	97
M1155	Maintain data for identification and mobilization of assigned mobilization augmentees	97
M1221	Verify supervisor information for IMAs is identified and reported to ARPC	93
M1158	Monitor or report new training attachments	93
M1145	Establish or maintain IMA awareness programs	93
M1136	Coordinate IMA assignments with appropriate agencies, other than training attachment assignments	93
M1129	Assist in resolving pay or point problems	93
M1135	Coordinate IMA activities with appropriate agencies	93
M1217	Verify AF Forms 1288 (Application for Ready Reserve Assignment)	90
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	90
M1171	Process AF Forms 1288 (Application for Ready Reserve Assignment)	87
M1139	Coordinate INTRO processing for IMAs initially assigned or attached	87
M1127	Assist bases in close proximity without base individual mobilization augmentee administrator (BIMAA)	80
M1128	Assist in inactive ready reserve (IRR) musters	80
M1138	Coordinate IMA sponsorship issues with active duty units	80
M1132	Computer or verify points earned by reservists	80
A31	Schedule staff assistance visits, inspections, or audits	80
E151	Dispose of personnel data system (PDS) products	80
E178	Maintain administrative files	80
M1212	Train MPF workcenters concerning IMA activities, such as promotion, reenlistments, training or awards	77
A5	Determine or establish work priorities	77
A23	Plan or prepare briefings	77
M1200	Provide referral service for other reserve categories	77
E155	Draft or write articles for base newspapers, daily bulletins, or information bulletins	77
M1161	Notify IMA or ready reserve personnel of physical requirements	77

TABLE A10

PERSONNEL READINESS JOB (ST327)

	REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
K987	Prepare contingency exercise mobility (CEM) orders for deployments or exercise operations	82
K977	Maintain MANPER-B data bases	82
K985	Perform MANPER-B system backup procedures	80
K965	Issue ID tags	79
K991	Process outgoing AUTODIN levy packages	78
K1005	Update MANPER-B data bases	78
K989	Process incoming automatic digital network (AUTODIN) levy packages	78
K959	Initiate or process contingency, exercise, or rotation TDY reports or messages, such as itinerary or departure messages	77
K979	Maintain master files of TDY orders	77
K992	Process Sperry transactions	75
K969	Load routing indicator data bases	75
K978	Maintain MANPER-B inventories	73
K932	Brief deployed personnel	73
K988	Process country clearances	73
K937	Coordinate deployment of personnel with other MAJCOM or joint service commands	72
K983	Monitor suspenses from units on contingency taskings personnel data base refreshments or replacements	71
K968	Load personnel data base refreshments or replacements	71
K965	Load manpower and personnel-base level (MANPER-B) releases or manpower force (MANFOR) releases	71
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	70
K1007	Verify eligibility of tasked personnel for deployments	68
K1004	Track AUTODIN levy packages	67
E150	Destroy classified materials	67
A30	Schedule personnel for temporary duty (TDY) assignments, leaves or passes	64
K984	Package MANPER-B equipment for shipment	63
K996	Replace MANPER-B components	62
K1008	Verify personnel possess passports for mobility requirements	62
A5	Determine or establish work priorities	62
E194	Perform TDY relocation actions, such as relocation preparation checklists	61
A7	Develop or establish work methods or procedures	61
A25	Plan personnel or equipment deployments	60
K944	Develop centralized in and out processing procedures to support mobility, contingency, or exercise requirements	60
K970	Load support software, such as Sarah-Lite or Enable	60

AFROTC JOB (ST251)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
N1275	Update AFROTC cadet action personnel system (CAPS)	96
N1263	Process AFROTC Forms 20 (Application for AFROTC Membership)	96
N1265	Review AF Forms 883 (Privacy Act Statement-US Air Force Application Record)	95
N1276	Update AFROTC cadet corps data bases	95
N1269	Review AFROTC Forms 48 (Academic Plan)	94
N1268	Review AFROTC Forms 35 (Certification of Involvement)	94
N1264	Request or review academic transcripts	94
N1267	Review AFROTC Forms 20 (Application for AFROTC Membership)	94
N1266	Review AF Forms 2030 (USAF Drug and Alcohol Abuse Certificate)	94
N1256	Maintain SF Forms 93 (Report of Medical History)	94
N1262	Process AFROTC disenrollment packages	94
N1271	Review AFROTC Forms 708 (Field Training Student Performance Report)	94
N1278	Update AFROTC physical fitness management (PFM) data bases	93
N1272	Review SF Forms 88 (Report of Medical Examination)	93
N1257	Monitor AFROTC Forms 19 (Statements for Foreign Students, Nonmembers, and Conditional Members)	93
N1273	Review SF Forms 93 (Report of Medical History)	91
N1282	Validate AFROTC CAPS	90
N1274	Schedule physical examinations for AFROTC cadets	88
N1280	Validate AFROTC cadet corps data bases	88
N1283	Validate AFROTC PFM data bases	86
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	84
N1277	Update AFROTC cadet pay data bases	83
N1270	Review AFROTC Forms 54 (Advanced Training Performance Report)	81
N1261	Process AFROTC age waivers	81
N1279	Update AFROTC scholarship tuition data bases	79
N1281	Validate AFROTC cadet pay data bases	79
N1260	Perform AFROTC recruiting activities	76
N1284	Validate AFROTC scholarship tuition data bases	75
N1258	Participate in field training camps	72
A7	Develop or establish work methods or procedures	69
N1247	Maintain AFROTC Forms 35 (Certification of Involvements)	61
N1228	Initiate or process AF Forms 1056 (Air Force Reserve Officer Training Corps Contract)	61
N1237	Initiate or process AFROTC Forms 63 (AFROTC Membership Actions Checklist)	60
N1249	Maintain AFROTC Forms 48 (Academic Plan)	60

TABLE A12

PROMOTIONS AND TESTING JOB (ST331)

	REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
I601	Determine airmen promotion eligibility dates	87
I664	Monitor promotion eligibility status (PES) codes	83
I686	Process airmen ineligible for promotion rosters	83
I694	Process E-2 through E-4 promotion select and nonselect lists	81
I616	Distribute WAPS score notices	81
I615	Distribute WAPS data verification records	81
I608	Distribute officer or airman eligible for promotion rosters	81
I697	Process monthly promotion increment listings	79
I756	Verify airmen promotion nonrecommendations or withholding actions	78
I761	Verify eligibility for E-4 quarterly BTZ promotion board consideration	78
I627	Evaluate or review E-4 quarterly BTZ promotion board results	78
I716	Project E-4 date of rank (DOR) promotions	77
I750	Update PES codes	77
I652	Maintain airmen promotion eligibility status documents, such as master rosters	75
E202	Publish promotion rosters	67
I578	Conduct E-4 quarterly BTZ promotion boards	72
I618	Evaluate or review airmen promotion nonrecommendations or withholding actions	75
I757	Verify airmen promotion selection data	75
I687	Process airmen nonweighable for promotion actions	75
I573	Assemble E-4 below-the-zone (BTZ) promotion folders	71
I706	Process promotion orders for SNCOs	71
I725	Review and annotate airmen ineligible for promotion rosters	67
I667	Notify promotion selectees of data errors	71
I685	Process airmen demotions, other than by Article 15, UCMJ	68
I684	Process airmen demotions generated by Article 15, Uniform Code of Military Justice (UCMJ) actions	67
I696	Process monthly officer promotion rosters	66
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops. other than conducting	64
I677	Prepare or process applications for reinstatement of promotion eligibility	63
E137	Clear overdue data on transaction registers	63
E169	Initiate electronic mail (E-mail)	62
I700	Process officer promotion selection lists	62
I609	Distribute officer promotion briefs	62
I710	Process supplemental promotion board action letters of notification	62

TABLE A13

REENLISTMENTS JOB (ST965)

	REPRESENTATIVE TASKS	PERCENT MEMBERS PERFORMING
I593	Counsel personnel concerning extensions of enlistments	98
I648	Initiate or process enlistment or reenlistment documents	92
I599	Counsel personnel concerning waiting list procedures for career job reservations (CJRs)	91
I597	Counsel personnel concerning SRB or regular entitlements	89
I592	Counsel personnel concerning constructive or voided enlistment or extension contracts	89
I591	Counsel personnel concerning career airmen reenlistment reservation systems (CAREERS)	88
I581	Coordinate AF Forms 901 (Reenlistment Eligibility Annex to DD Form 4) with unit commanders	86
I646	Initiate or process AF Forms 545 (Request for Career Job Reservation/ Selective Reenlistment Bonus Authority)	86
I583	Coordinate reenlistments or cancellations of enlistments with appropriate	86
I759	Verify CJR cancellations	86
I665	Monitor timeliness of selective reenlistment program (SRP) selections or nonselections	83
I588	Counsel personnel concerning constructive or voided enlistment or extension contracts	79
E217	Update JUMPS data	77
I657	Maintain SRB AFSC skills list	77
I741	Schedule personnel for enlistment or reenlistment processing	74
I598	Counsel personnel concerning TRAC programs	73
I624	Evaluate or review applications for voiding enlistment or extension contracts	68
I708	Process SRP appeals	67
I620	Evaluate or review applications for constructive enlistment or extension contracts	67
I610	Distribute reenlistment eligibility limitation code rosters	65
E137	Clear overdue data on transaction registers	65
A23	Plan or prepare briefings	61
I625	Evaluate or review applications for waiver of reenlistment	61
I755	Validate JUMPS data	59
I642	Initiate leave settlement option forms	59
E138	Clear purge or reject rosters	59
E178	Maintain administrative files	59
I661	Monitor AFSC withdrawal actions for recoupment of SRB actions	58
I740	Schedule personnel for counseling on programs, such as TRAC or SRP	55
I579	Conduct transaction reporting and control (TRAC) processing	47
E143	Construct immediate inquiries	42

TABLE A14

RELOCATIONS JOB (ST808)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
G345	Initiate or process AF Forms 899 (Request for Authorization for Permanent Change of Station-Military)	96
G347	Initiate or process AF Forms 965 (Overseas Tour Election Statement)	95
G385	Prepare or process applications for home-basing or follow-on assignments	94
G290	Counsel personnel concerning assignment policies	92
G376	Prepare or process applications for changes to projected departure dates	92
G324	Evaluate or review applications for home-basing or follow-on assignments	92
G292	Counsel personnel concerning medical and educational clearance for dependent overseas travel	91
G377	Prepare or process applications for concurrent travel of dependents	90
G408	Prepare outbound assignment relocation preparation folders	84
G348	Initiate or process assignment reclamas	84
E171	Initiate or process AF Forms 907 (Relocation Preparation Checklist)	83
G268	Assist personnel applying for voluntary reassignment	83
G267	Assign special order numbers	82
G386	Prepare of process applications for humanitarian assignments or deferments	82
G402	Prepare or process PCS or TDY declination statements	82
G289	Counsel personnel concerning application for CONUS Swap program	81
G280	Conduct outprocessing briefings	81
G383	Prepare or process applications for EFMP assignments or deferments	79
E172	Initiate or process AF Forms 973 (Request and Authorization for Change of Administrative Orders)	78
G325	Evaluate or review applications for humanitarian assignments or deferments	77
G308	Draft or write assignment messages	75
G354	Interpret assignment instruction codes (AICs)	75
G294	Counsel personnel concerning procedures for obtaining passports	73
E137	Clear overdue data on transaction registers	73
G371	Perform telephone assignment notifications	73
G373	Prepare FRGp packages for mailing or handcarrying	72
G448	Verify service retainability within 15 days of assignment notification	72
G396	Prepare or process applications for withdrawal of PCS or TDY declination statements	71

TABLE A15

RETIREMENTS AND SEPARATIONS JOB (ST403)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
G272	Complete DD Forms 214 (Certificate of Release or Discharge Form Active Duty)	95
G273	Complete DD Forms 214WS (Worksheet for Certificate of Release or Discharge From Active Duty)	91
G279	Conduct discharge or release from active duty counselings or briefings	85
G405	Prepare or process separation orders	82
G332	Evaluate or review applications for retirement	81
G329	Evaluate or review applications for Palace Chase separation	80
G280	Conduct outprocessing briefings	80
G281	Conduct retirement counselings or briefings, other than disability retirement briefings	80
G406	Prepare or process separation relocation folders	79
G414	Process applications for Palace Chase separation	78
G389	Prepare or process applications for retirement	78
G319	Evaluate or review applications for discharge due to pregnancy	78
E171	Initiate or process AF Forms 907 (Relocation Preparation Checklist)	76
G320	Evaluate or review applications for discharge for miscellaneous reasons	76
G359	Maintain separation relocation folders	75
G380	Prepare or process applications for discharge due to pregnancy	75
G323	Evaluate or review applications for hardship discharge	75
A23	Plan or prepare briefings	74
G286	Coordinate retirement or separation briefing schedules with appropriate agencies	74
G381	Prepare or process applications for discharge for miscellaneous reasons	74
G304	Distribute field record groups (FRGps) for separatees or retirees	73
G442	Update projected departure dates for separatees or retirees	72
G295	Counsel personnel concerning retirement eligibility, application, or processing requirements, other than under 7-day option policy	72
G275	Complete discharge certificates, other than DD Forms 214 or 214WS	72
G330	Evaluate or review applications for Palace Front separation	71
G413	Process applications for hardship discharge	71
G303	Distribute completed separation documents	71
G307	Distribute retirement documents	69
G293	Counsel personnel concerning military service obligation (MSO)	69
G415	Process applications for Palace Front separation	69
G328	Evaluate or review applications for officer separations	68
G282	Conduct retirement processing for personnel returning from overseas	67

TABLE A16

CUSTOMER SERVICE JOB (ST606)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
J806	Counsel personnel concerning serviceman's group life insurance (SGLI) elections	95
J922	Update DD Forms 93 (Record of Emergency Data)	93
J799	Counsel personnel concerning eligibility for ID cards	92
J825	File documents in UPRGs	90
J813	Direct customer telephone inquiries to other MPF workcenters	90
J807	Counsel sponsors concerning requirements for turning in dependent ID cards	91
J809	Destroy ID cards	89
J926	Verify applications for ID cards	89
J804	Counsel personnel concerning preparation of AF Forms 392 (Airman Assignment Preference Statement)	85
J842	Initiate or process applications for ID cards	84
J843	Initiate or process DD Forms 93 (Record of Emergency Data)	84
J805	Counsel personnel concerning requirements for marriage or divorce	84
J923	Update local address or home telephone information changes	84
J894	Record local address or home telephone information changes	81
J796	Counsel personnel concerning application for special duty assignments	81
J931	Verify SSNs or names	80
J895	Remove obsolete documents from UPRGs	80
J782	Confiscate ID cards	79
J798	Counsel personnel concerning dependency determinations	79
J886	Provide customers with names or telephone numbers of action agencies outside MPFs	78
J905	Review applications for SGLI	78
J826	File personnel record folders	78
J812	Develop procedures for signing out personnel records	76
E139	Collect identification (ID) cards	75
J920	sign out UPRGs or UPRG components	74
J772	Assist personnel in enrolling or disenrolling in dependent dental plan (DDP)	74
J924	Update personnel data changes or corrections to SSN, name, or date of birth	74
J881	Process applications for name changes	74
J791	Counsel personnel concerning application for correction of military records	74
J865	Maintain worldwide locator microfiche listings	74
J880	Process AF Forms 1048 (Military Spouse Information)	72
J890	Provide statements of service for Veteran's Administration (VA) home loans	72
J878	Perform periodic inventories of UPRGs	71

TABLE A17

CASUALTY ASSISTANCE JOB (ST403)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
J775	Collect death information	100
J841	Initiate or process AF Forms 1312 (Report of Retired Casualty)	97
J783	Contact casualty primary next of kin	97
J875	Perform follow-up on survivor benefit applications	97
J872	Perform casualty standby	95
J778	Complete applications for survivor benefits	95
J873	Perform follow-up contacts with casualty next of kin	95
J815	Distribute casualty messages	95
J787	Counsel next of kin concerning survivor benefits	95
J854	Maintain active duty and retiree death files	92
J856	Maintain casualty assistance case files	92
J831	Initiate casualty messages	92
J839	Initiate or process AF Forms 58 (Casualty Assistance Summary (Transmittal)	92
J773	Brief casualty notification teams	86
J898	Request preparation of casualty condolence and circumstances letters	84
J777	Complete acknowledgment or transfer of AF Forms 58 (Casualty Assistance Summary (Transmittal)	84
J832	Initiate casualty reports, other than supplemental	84
J786	Counsel commanders concerning casualty status	84
J876	Perform follow-up on unconfirmed information casualty messages	81
J907	Review casualty condolence letters	81
J858	Maintain incomplete casualty assistance case or report suspenses	81
J838	Initiate notifications to next of kin of deceased active duty members	78
J849	Initiate supplemental casualty reports	78
J906	Review casualty circumstances letters	76
J904	Review AF Forms 1312 (Report or Retired Casualty)	76
J874	Perform follow-up on casualty interim circumstances letters	76
J908	review casualty reports	73
J837	Initiate letters to secondary next of kin pertaining to survivor benefits	73
J909	Review DD Forms 1300 (Report of Casualty)	70
J806	Counsel personnel concerning servicemen's group life insurance (SGLI) elections	70
J843	Initiate or process DD Forms 93 (Record or Emergency Data)	68
J850	Initiate VA Forms SLGV8285 (Request for Insurance (Servicemen's Group Life Insurance))	68
J842	Initiate or process applications for ID cards	65
J809	Destroy ID cards	65

TABLE A18

INSTRUCTOR JOB (GP070)

REPRESENTATIVE TASKS		PERCENT MEMBERS PERFORMING
D111	Develop or prepare lesson plans	100
D102	Construct or develop training materials or aids	100
D103	Construct tests or examinations, other than for upgrade training	100
D130	Score training tests	90
D99	Conduct remedial study classes	90
D100	Conduct resident course classroom training	80
D93	Administer training tests, such as resident course or on-the-job	80
D104	Counsel trainees on training progress	70
A23	Plan or prepare briefings	70
A19	Participate in general meetings, such as staff meetings, briefings, conferences, and workshops, other than conducting	70
D109	Develop formal course curricula, plans of instruction (POIs), or specialty training standards (STSs) training (OJT) tests	70
D124	Maintain training records, charts, graphs, or files	60
D120	Evaluate progress of trainees	60
D105	Design visual or graphic training aids	60
D121	Evaluate training methods or techniques	50
A7	Develop or establish work methods or procedures	50
D97	Complete student withdrawal or entry forms	40
A4	Determine or establish publications requirements	40
A5	Determine or establish work priorities	40
D129	Review STSs	40
C77	Evaluate personnel for compliance with performance standards	30
D101	Conduct training conferences or briefings	30
B36	Counsel subordinates concerning personal matters	30
D114	Evaluate effectiveness of training programs	30
A13	Establish new military personnel testing programs	30
D119	Evaluate personnel to determine training needs	30
D128	Procure training aids, space, or equipment	20
C85	Inspect personnel for compliance with military standards	20